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**The Independent Custody
Visiting Association**

Annual Report
2004-2005

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ICVA
the independent custody
visiting association



John Littlechild
at the ICVA Annual
Conference, Belfast
2005

ICVA's influence continues to reach into new waters with a number of exciting projects on the horizon...

I consider it an honour to have this opportunity to share ICVA's vision for new horizons – at local, national and international levels.

ICVA's influence continues to reach into new waters with a number of exciting projects on the horizon...

We are currently in discussion with the Home Office to extend our range of services to the membership, by offering health checks to police authority custody visiting schemes. This will be of vital importance where police authorities merge and various local practices may need to be accommodated.

We have met with British Transport Police with a view to helping them establish a scheme throughout the UK that will provide custody visiting to detainees held in cells at railway stations. We are also members of the National Custody Forum, which promotes best practice, and are in discussion with the Independent Police Complaints Commission to look at ways of working together.

The National Appropriate Adult Network - which also provides volunteers in the criminal justice system - may be affected by new police legislation. As many of our ICVs fulfil both roles, we are there to lend assistance to the Network as and when we can.

The current consultation process between government, the police service and police authorities in England and Wales will undoubtedly impact on the future servicing arrangements for independent custody visiting. Inevitably these implications on the future of policing are likely to affect independent custody visiting processes. ICVA remains committed to providing ongoing support and assistance to all police authorities and independent custody visitors throughout whatever changes lie ahead.

I would also like to share with you my thoughts on another issue. Recent horror stories in the media, reported by UK nationals held in foreign detention centres, have convinced me that we need to promote our system of custody visiting to other members of the European Union and beyond, who are prepared to adopt the process. Our chief executive is already a member of the EU's Pre Trial Detention Experts, who are looking to establish European Union wide standards for persons held in custody. I, for one am extremely proud of what ICVA has achieved in the development of independent oversight arrangements within the UK and I will be seeking the support of a future executive committee meeting to consider the implications of this proposal.

Next year promises to be an exciting one in terms of what we hope to achieve, but all of this will only be possible with the continued support of ICVs, police authorities and the Home Office. We also intend to continue with our commitment to partnership working to ensure that as many organisations as possible are aware of the independent custody visiting process and the services we are able to offer.

In closing, I would like to thank South Wales Police Authority - in particular Alan Fry and his staff for their help and assistance over the last year. A special thank you also goes to our executive assistant, Anna Jarratt, for her invaluable support and commitment to the work of ICVA. Indeed I would like to thank all of our members on the executive committee, our trainers and officers. As always, special thanks go to our chief executive, Ian Smith OBE who has demonstrated an extraordinary and unyielding commitment to ICVA. Thanks also go to the Home Office representatives - in particular Alan Brown and the Association of Police Authorities chair, Bob Jones and chief executive, Fionnuala Gill for their continuing support - and to all of our scheme administrators and custody visitors nationwide, who have helped the organisation grow to where it is today.

Foreword
John Littlechild
Chairman



From left
Chief Executive,
Ian Smith OBE
talking to
Sir Hugh Orde (PSNI)
at the ICVA Annual
Conference,
Belfast 2005

Nationally the number of independent custody visitors continues to increase throughout the UK and is witness to the **growing enthusiasm and commitment** to custody visiting.

Introduction
Ian Smith OBE
Chief Executive

Welcome to ICVA's Annual Report for 2004-2005.

A warm welcome also goes to our recently appointed chairman, John Littlechild. A familiar face in a new role, John's ongoing contribution to independent custody visiting has been immense, and we are delighted to have him as chairman.

As always, there have been numerous significant advancements throughout the year and I'd like to touch on a few regional highlights, which illustrate the ever developing role of custody visiting nationally...

Local recruitment drives for new visitors have attracted record interest with more visitors coming on board to police authorities' schemes. Nationally the number of independent custody visitors continues to increase throughout the UK and is witness to the growing enthusiasm and commitment to custody visiting.

Within England and Wales, ICV co-ordinators and the scheme administrators are now actively involved in the training of new custody sergeants and police staff. This is an extremely positive exercise which police authority members should continue on a permanent basis.

In July 2005, teams of custody visitors in the Lothian and Borders scheme visited detainees twice daily in the week preceding the G8 Summit in Gleneagles; a significant acknowledgement of the value and respect attributed to custody visiting in Scotland.

In Northern Ireland, visitors have recently begun to observe police interviews with detained terrorist suspects on remote monitor, with the detainee's permission. This is an important new development for custody visiting and one which we will report on further in future.

Looking forward, I would like to draw your attention to key areas of focus in the coming year: training, monitoring and evaluation and research...

We plan to take a fresh look at training approaches for ICVs and also for members of police authorities and scheme administrators, including methods of improving the management of volunteers.

To assist with monitoring and evaluation, we will endeavour to maximise information available through our 'Visit' software package, available to all police authority members free of charge and already proven as a highly practical, user-friendly tool.

In terms of research, we are committed to exploring different ways of improving the quality of visits to ensure that visitors' outputs are translated into strategic outcomes by police authorities and provide feedback to all involved in the process.

I would like to say a thank you to a number of people for their greatly valued ongoing support... Anna Jarratt, Peter Ward, Ann Battle and Fayth Rowe in our London office and Brian Pirie in Edinburgh. Our consultant trainers, Beth Glendinning, Tony Huby and Helen Schofield. Special thanks and appreciation also go to the executive committee, scheme administrators, custody visitors nationwide and our new contact at the Home Office, Alan Brown.

If this report has been sent to you, it's because we value your role in custody and my personal thanks go to all of those who have contributed to the successes of 2004-'05. It is with a great sense of anticipation that I look forward to what the year ahead holds.

democracy

Avon & Somerset
Cheshire
Devon & Cornwall
Dorset
Dyfed Powys
Gloucestershire
Greater Manchester
Gwent
Hampshire & Isle of Wight
Kent
Leicestershire
Lincolnshire
Merseyside
North Wales
Northamptonshire
Northern Ireland
Northumbria
South Wales
South Yorkshire
Staffordshire
Surrey
West Mercia
Wiltshire

Regional Reports



ICVA Annual Conference Belfast 2005

► **Avon & Somerset**
► **Rosemary Parker**
scheme administrator

Avon and Somerset custody visitors achieved a 92.06% visiting level overall in 2004/5, compared with 92% the previous year and continuing the upward trend over the past four years. This had been achieved after extensive efforts to increase custody visitor numbers which fluctuate on or near 90 custody visitors appointed to nine panels.

Each panel visits one major holding unit where weekly visits are expected by the authority. Particular praise must go to the Bath panel members for their 100% visiting level sustained over the last four years. My thanks particularly go to Rob Packham, co-ordinator of the Southmead, Bristol panel who came to the rescue of the Staple Hill panel when in need of a co-ordinator and to Lynn Reasons, co-ordinator of the Bridgwater panel for visiting with the Yeovil panel as well. The commitment of our custody visitors is undiminished and the authority showed its gratitude at a dinner for custody visitors held in June at Police Headquarters, attended by Dr Moira Hamlin, chair of the police authority, Assistant Chief Constable, Jackie Roberts and Chief Inspector Hilary Yensen of the Criminal Justice Department.

The University of the West of England has played a significant part in our recruitment of new visitors to the Bristol units through their volunteer programme and we have been pleased to welcome the enthusiasm of the students onto our panels. The University's volunteer coordinator contacted us after seeing a piece on the BBC local news programme about custody visitors filmed in our Trinity Road cells and starring the panel co-ordinator Anita Hall and visitor Vyleen Maximen.

Immigration issues have been a concern during the year, not just the inappropriateness of a police cell for a stay beyond 96 hours but also the scarcity of specialist immigration lawyers within the area - concerns that are not easily addressed by the police.

And finally, whilst custody visitors are never 'cosy' with police officers, they do like to report if staff have been efficient and helpful. I know visitors to Staple Hill will particularly miss Inspector John Daley who is retiring from the force. John has been the very model of a police officer and we will all miss his cheerfulness, helpfulness and proactivity. We thank him for the very high level of his commitment to custody and to custody visiting. Our thanks and congratulations to Chief Inspector Hilary Yensen, our Criminal Justice Department link who is being promoted to another post. We have appreciated her help and support and will miss her at our quarterly co-ordinators' meetings.

► **Cheshire**
► **Martin Eaton**
scheme administrator

Cheshire currently has 36 custody visitors who sit on three panels, each responsible for two custody suites, which are visited weekly.

During the year, custody visitors made a total of 299 visits. Of the 1057 persons detained at the time of the visits, 274 were unavailable to accept a visit for a number of reasons - including interviews, sleeping, doctors' visits, detainee violence/drunkenness or custody visitor refusal. Of the 710 detainees available to be seen, 422 (50.4%) consented to meeting the custody visitors. Of the detainees seen, 203 (48.1%) raised comments/issues which mainly related to food/drink, writing and reading materials, telephone calls, additional bedding and medical issues. The majority of issues raised by detainees were resolved at the time of the visit by the custody officer, with the remainder referred to the divisional commander for consideration and appropriate action. The vast majority of reports received from custody visitors were complimentary about conditions in the custody suites.

The majority of visitors attended the authority's annual training seminar in November 2004 and gave positive feedback on the programme, which included presentations by a police surgeon, an appropriate adult and a duty solicitor on

Cheshire
continued

their individual roles. Five custody visitors attended the annual ICVA conference in Newcastle in late November 2004 which they all found particularly interesting and informative.

Custody visitors are pleased to see the opening of three new area custody facilities, being constructed under a Government PFI scheme, operational from November 2005.

These facilities will meet all current Home Office design criteria and guidance and will provide a mix of public and private sector services. The PFI service provider will, for example, not only be responsible for all cleaning and other FM services but the provision of medical services, detainee transport from point of arrest to the custody suite, and all the civilian detention officers. This will provide a step change in the provision of custody facilities, which will not only benefit the detainee but staff as well.

The Devon & Cornwall Police Authority independent custody visiting scheme continues to perform extremely well and a thorough visiting programme has been achieved in 2005.

In June, custody visitors were invited to a conference at the police authority to discuss working practices in relation to the operation of the scheme. The discussion was lively and very productive with a number of excellent initiatives resulting. These initiatives include the production of a pocket sized guide for custody visitors containing information such as custody visitors' mobile telephone numbers, contact numbers and opening times of custody suites, and details of how to use Language Line (a facility to enable custody visitors to communicate with non-English speaking detainees). Spare pages have been included for custody visitors to add their own useful information which will be passed on to the police authority for inclusion in future editions.

Other initiatives that are being progressed include involving custody visitors in the training of detention officers, re-wording the cue card and making it available in different languages to improve visit acceptance. Our thanks go to Alison Howard at Greater Manchester Police Authority for letting us have a copy of her multi-lingual cards! We have also re-introduced presentations by custody visitors at police authority consultation meetings.

Unfortunately, three long-standing custody visitors have retired from the scheme during 2004 due to other commitments and we currently have 38 visitors. A recruitment process is underway and 19 applicants were interviewed in September. Training will be held in October in Devon and in Cornwall and will be facilitated by ICVA. To try and provide as much support as possible for our new visitors, we have produced an induction pack which, in addition to a copy of the scheme guidelines, includes supporting working practices and other useful custody visiting related information. There are also sections about the police authority and the constabulary and a very handy glossary of police acronyms.

In conclusion, we would like to take this opportunity to thank our custody visitors for their continued dedication and professionalism to the role - it is thanks to them that our scheme operates so well.

Devon & Cornwall
Eleanor Tanner
scheme administrator

► **Dorset**
 ► **Kathie Emery**
 Dorset Independent Custody Visitors

In November six of us flew to Newcastle to attend the annual conference. We thoroughly enjoyed the conference, voting it one of the best in recent years, and we also enjoyed having a look around Newcastle – a new experience for most of us.

A couple of years ago we put in place an annual plan for recruiting new visitors, the idea being that a rolling scheme will mean we are never caught out with not enough visitors to fulfil our obligations. Following our success in getting publicity when we locked up our lead police authority member (I'm a councillor, get me out of here!), we locked up a journalist and did a special requested visit to her. It didn't go quite according to plan as one of the visitors eventually rumbled the fact that he had been set up; this has taught me that if we do it again we will need to brief the 'detainee' more thoroughly.

We held interviews in January and once again in February; Helen, our ICVA trainer, came and helped us with the new visitor training. During the summer our visitors were invited to view the plans for a new custody suite which will be built in Poole. They had some very valid comments to make on layout, which were taken on board by the force.

In September we held a further training day for all of our visitors. The day was opened by our chief constable who has only been in post since 1st January, so for most of our visitors this was the first time they had met him. Once again Helen Schofield came down and we had a very successful day.

During the year 1 April 2004 – 31 March 2005 we made a total of 170 visits. 525 detainees (including 63 juveniles) were offered a visit and 337 (including 44 juveniles) accepted. This is a take-up rate of 64%. Following the successful pilot of self-introduction in Portsmouth, which has resulted in an uptake of almost 100%, we are hoping to run a similar test in Dorset to try to increase our uptake rate.

In Dorset we operate one panel only force wide, as our visitors like the variety that this gives them and we believe that it helps broaden their skills. At present we have 33 visitors, each doing on average between 10 and 12 visits a year. The only difficulty we have is in finding a room big enough for our quarterly panel meetings. Even allowing for the fact that a few can't always make meetings, by the time you add the ACC, the custody manager and a speaker into the mix, we usually need at least 30 seats around the table. I'll be very happy if this continues to be our main problem.

► **Dyfed Powys**
 ► **Julie Evans**
 scheme administrator

In 2004 custody visitors made 173 visits to the custody suites throughout Dyfed Powys force area compared to 168 visits in 2003 and 111 visits in 2002.

A successful seminar/training day was held at the police authority offices on 29 October 2004. The training focussed on diversity and cultural awareness. Custody visitors were also briefed on the Police and Criminal Evidence Act relating to people held in custody. Custody visitors also took part in practical custody training arranged by the force for custody staff. The sharing of training develops an understanding of each others' roles and responsibilities and has been beneficial to both parties.

Custody visitors have commented upon the improvement in custody services as a result of the employment of custody detention officers (CDOs) in custody suites. The police authority supports the chief constable in the recruitment and deployment of CDOs as being fundamental to the medium to long-term strategy of the Dyfed Powys Police, for improving the provision of custody services throughout the force area and in taking forward workforce modernisation. Their presence provides added security, safety and welfare facilities for all persons detained or working in the custody environment.

Gloucestershire ◀
Sarah Stanley ◀
 scheme administrator

Gloucestershire Police Authority currently has 19 independent custody visitors – 14 men and five women, working in three panels. In the last 12 months, five custody visitors have retired and we are also expecting several other retirements at the end of the year. Gloucestershire Police Authority members would like to thank all retired/retiring custody visitors for their hard work and commitment.

We are currently running a recruitment campaign that will hopefully result in the appointment of 12 new custody visitors being trained and in post by the end of 2005, taking the total number of custody visitors up to 24.

With help from the chief inspector for custody, regular meetings now take place with the scheme administrator, chief inspector custody and all three panel co-ordinators. These meetings have been very useful and give all custody visitors the opportunity to get any issues or concerns addressed. During 2004, 78 visits were made, and of the 306 people in custody during these visits, 158 people chose to speak to a custody visitor (51.6%).

Gloucestershire Constabulary now employs Global Solutions Ltd to provide Custody Detention Services and we have arranged for experienced custody visitors to play a part in the training of the new custody detention officers and to give a presentation on the role of independent custody visitors. It is hoped that something similar can also be incorporated into the probationer training for new police officers.

Three custody visitors and two police authority staff attended the Independent Custody Visiting Association annual conference in Belfast in November 2005.

This has been another successful year for custody visiting in Greater Manchester. Many custody visitors have come and gone throughout the year, but visits have been maintained to a high standard throughout.

Greater Manchester ◀
Sharron Hardman ◀
 Greater Manchester Police Authority

Overall the visiting frequency has remained static at 79% since last year. Of the 24 stations with custody facilities, visits to three reached 100% frequency, one was over 100% and seven reached 90% plus.

At times when custody visits have taken place throughout the year, there have been 3782 detainees in custody. Of these detainees, 74% (2817) were offered a visit, with 60% (1697) accepting.

The number of custody visitors involved in the scheme throughout the year totalled 87. At the end of March 2005, the appointments of 54 custody visitors were due to be reviewed as their 3-year appointments were coming to an end. The review process started in February and resulted in 45 custody visitors being re-appointed, two appointments being terminated and seven visitors choosing not to renew for various reasons.

A training and information session for prospective custody visitors was held in December 2004. Thirteen applicants attended the session, and of those, 11 were interviewed and appointed to various divisions across the county. Currently there are 15 applications on file and arrangements have been made to hold a further training/information session during autumn 2005.

Two training sessions were held throughout the year for existing custody visitors, focussing on immigration issues and heating and ventilation systems. Both sessions were well attended by ICVs and on each occasion, representatives from GMP attended to answer questions during an open forum session.

The latter session resulted in a constructive and practical solution to the continuing problem of excessive heating and ventilation issues, with the purchase

► **Greater Manchester**
continued

of hand-held digital thermometers for each custody suite to substantiate any complaints or concerns from detainees, police staff and ICVs.

During the year two coordinator meetings have taken place. On both occasions, an assistant chief constable and a chief inspector have attended to discuss areas of concern with coordinators and exchange information. Issues discussed at the meetings include: lack of exercise for detainees, training for all custody staff on the ICV scheme, visiting high profile detainees, expenses for ICVs, visiting frequency targets and teething problems at new stations. These meetings provide a welcome opportunity to discuss and resolve areas of concern with senior management from GMP.

Since April 2004, ICV coordinators and the scheme administrator have been involved in the training of new custody sergeants. This has proved an extremely positive exercise for both Greater Manchester Police and the police authority. New custody sergeants seem to welcome the opportunity to meet custody visitors prior to taking charge within the custody suite and are extremely interested in the role and how it should be carried out effectively. Police authority members have agreed that involvement in this training should continue on a permanent basis.

On two occasions throughout the year, and at the request of Greater Manchester Police, independent custody visitors attended the custody suite at Rochdale Police Station. Because of particular concerns with regards to two detainees, custody staff felt that an independent visit from ICVs would be extremely valuable. After the visits, ICVs were able to report that custody staff had followed the correct procedures and the welfare of the detainees was a priority.

ICVs were also asked to attend as independent observers during a series of raids in Rochdale. Once again ICVs could confirm that GMP had followed correct procedures.

Under the Private Finance Initiative, the county has seen the closure of several older custody suites, but the opening of four new state of the art custody complexes. Although a few minor teething problems have been encountered, the overall feeling is that the new custody suites provide a much better environment for police officers, staff and detainees.

The demands on the scheme were heavy throughout the year and this put additional pressure on the volunteer visitors to give even more of their time. It is pleasing that so many were able to do that and thereby help to maintain the high standard of service that is the hallmark of the scheme in Greater Manchester. Both GMP and GMPA fully appreciate the hard and valuable work that ICVs undertake throughout the year. Without exception they have demonstrated considerable dedication and commitment and we look forward to seeing this continue in the year ahead.

► **Gwent**
► **Carol Knight**
scheme administrator

Gwent custody visitors have had another productive year. Operating a rota system, visitors and police staff now have more confidence that their visits are more productive and cause minimal disruption to staff working in the custody units.

We are now embarking on a local publicity campaign to raise awareness of the scheme within the police environment. Posters have been developed for display within custody units to assist custody staff with their understanding of what a custody visitor expects when he/she arrives at the station. Similarly the poster will summarise the position for custody staff with what they can expect from the custody visitor.

I ended my first report last year with the statement that custody visiting is alive and flourishing in Hampshire and the Isle of Wight and I think I can say that, even after a year of my ministration, this is still the case!

Our successful recruitment campaign during the summer of 2004 resulted in 26 new visitors who were trained in October and started visiting shortly after that. I am pleased to say they have all settled in well to their role and are making a significant contribution to the work of their panels. We now have 70 volunteers who carry out valuable work over the four panel areas within Hampshire and the Isle of Wight. To bring the scheme up to full complement of 90 visitors, we issued a press release extolling the benefits of custody visiting and asking for volunteers. It must have been a 'quiet news week' as we had much coverage in the local press and were even mentioned on several local radio stations. As a result, I am currently dealing with about 30 applications from interested people so I hope this process will increase our numbers satisfactorily.

During 2004/5 custody visitors made just over 400 visits to the 14 designated custody centres, three non-designated custody centres and 12 police stations with cells within Hampshire and the Isle of Wight. Custody visitors dealt with most of the matters which detainees brought to their attention - such as requests for food, drink, blankets and medical attention - effectively on the spot. Concerns which are more of an ongoing nature include the length of time immigration detainees are held waiting for collection by the Immigration Service and the increasing numbers of vulnerable people held in detention as a place of safety. These topics are regularly brought up at quarterly panel meetings and we are briefed on progress by our liaison officer from the constabulary. Custody visitors generally seemed to be well received within the custody suites and found no breaches of PACE.

Four custody visitors attended the national conference in Newcastle in November. In May, Hampshire held its own seminar when, for the first time, 40 custody visitors from Hampshire were joined by over 30 colleagues from Surrey, Sussex and Kent. We had presentations on such diverse topics as cleaning in custody suites to the work of the impaired driver unit. We also took the opportunity to carry out some refresher training and I am grateful to Anna Jarratt for her input into that item. The feedback was that this was a very successful seminar and visitors appreciated the opportunity to network with colleagues from other counties.

One topic which has been high on our agenda locally has been the progress and results of the 'Portsmouth Trial'. Visitors have been concerned for some time about the low numbers of detainees who agree to a visit - the average in Hampshire has been about 60%. In an attempt to raise this, we are running a six month trial at Portsmouth custody centre whereby the escorting officer only unlocks the cell door, checks that all is in order and the custody visitors announce themselves and explain the purpose of the visit. The statistics to date indicate that this has been a resounding success with almost 100% of available detainees agreeing to a visit. There is much interest in the pilot nationally and we are now looking at a roll out programme for the whole of Hampshire.

Finally, I would like to take the opportunity to thank all the custody visitors in Hampshire in this 'Year of the Volunteer' for all the hard work, time and enthusiasm they put into making the custody visiting scheme in Hampshire such a valuable service to the community.

The Kent scheme continues to evolve in response to national and local circumstances, developing good practice along the way. Kent's independent custody visitors (ICVs) have continued to undertake their role with enthusiasm, diligence and commitment. Although more visits were undertaken in 2004-05 than in the previous year, there were slightly fewer detainees in custody during

◀ **Hampshire & Isle of Wight**
◀ **Jean Snowsill**
scheme administrator

◀ **Kent**
◀ **Malcolm Ford**
scheme administrator

► **Kent**
continued

visits. Significantly however, fewer detainees have refused a visit: 7% compared with 10% the previous year.

The revised introduction used by the escorting officer when seeking consent to a visit is thought to have encouraged detainees to talk to ICVs.

At the annual meeting in May the new chair of the authority, Mrs Ann Barnes, together with Ken London, chair of the Professional Standards Committee, expressed the authority's appreciation to our custody visitors for their participation in the Kent scheme. The meeting discussed current issues, nationally and locally, including the current debate over whether the role of custody sergeant should be civilianised, which received an overwhelming no! ICVs received presentations on policing affecting custody, with in-depth discussion on the detention of suspects with drug related problems, the cleaning arrangements of cells and dietary provision.

The ACC responsible for territorial policing spoke about some policing developments that might affect custody visiting, such as alternatives to prosecution and a 'street bail' scheme, both of which were under consideration. He also referred to the building of two new police stations under the PFI scheme, one of which was for the Medway area and would have 40 cells. All custody visitors once again expressed unanimous praise for the custody nurse scheme, which continues to play a significant role in the health aspects of detainees, not least through participation in the Drug Intervention Programme. The scheme administrator reported an imminent recruitment drive for new custody visitors and subsequent training arrangements.

Our annual meeting included feedback on two custody visiting conferences attended: the ICVA annual conference held at Newcastle in November 2004 and the regional conference held at Netley, Southampton in May this year. As well as detailing the different topics explored, those attending mentioned the advantages of networking with fellow custody visitors from other police authorities.

Such 'information exchange' is as useful to scheme administrators as it is to custody visitors and with my impending retirement effective from the end of the week in which this report was drafted, I seek the reader's indulgence to allow me this opportunity to make a personal comment. I will certainly miss the contact I have had with fellow scheme administrators and of course with other police authorities' staff across the spectrum of police authority work. It goes without saying that I have always found Ian Smith and Anna Jarratt friendly and helpful and I have said as much in correspondence. However, it is the Kent independent custody visitors themselves to which I should like to say a big 'thank you', for their understanding, willingness to accept increasing bureaucracy and above all for their friendliness and commitment to the role of custody visitor.

My thanks also go to authority members and fellow officers for their support. I am sure my colleague, Hazel Knight, will derive as much pleasure through her custody visiting responsibilities as I have. I wish her well.

► **Leicestershire**
► **Louise Salmon**
scheme administrator

The independent custody visiting scheme in Leicestershire currently has 63 visitors. The visitors are split into four area teams and between them carry out visits to four main custody suites. The teams are made up of a wide variety of people from differing backgrounds and reflect the ethnicity of the local population. Recruitment is an ongoing process with most enquiries being generated from the police authority's website.

In the period between 1 April 2004 and 31 March 2005, a total of 205 visits were undertaken and during that period 62.8% of detainees agreed to be seen by custody visitors. All visits were recorded onto the 'Visit' software database which has proved very useful in outlining patterns of visiting for each team.

Leicestershire
continued

Area co-ordinators regularly meet with the scheme administrator and representatives of the force to enable each side to raise issues of concern. A regular update report on the scheme is submitted to the authority's Complaints and Discipline Committee.

To comply with the National Standards, a structured training plan with objectives was introduced outlining the training which will be provided to custody visitors on an annual basis. It also ensures that training providers deliver sessions which are relevant and beneficial to our custody visitors.

With the help of the force health and safety manager, the risk assessment for custody visitors was revised. Many useful issues arose out of this exercise and a protocol for exposure to blood and bodily fluids was introduced to ensure that custody visitors were aware of the procedure they should follow if an incident occurred.

This year has also seen the introduction of a quarterly newsletter for the scheme in Leicestershire to keep custody visitors up to date with developments and items of interest. Custody visitors are also invited to contribute to the newsletter.

It has been an exceptionally busy year for the scheme in Leicestershire and it continues to be a success due to the enthusiasm and commitment of all custody visitors.

The Lincolnshire Police Authority independent custody visiting scheme has continued to operate successfully during 2004/2005. In total there were 266 custody visits made during the year to designated police stations across the county, an increase of 24% over the previous year. 43% of the 625 detainees were visited, with almost a third of visits made either at weekends or late at night (ie between 9pm and 2am). Details of all visits were submitted to meetings of the authority's complaints and conduct committee.

Matters raised will be familiar to many custody visitors – cleanliness/odour of cells, access to custody suite, requests for drinks, solicitors, etc. Although mostly routine, visits have raised the profile of required works within custody suites and prompted debate on policy issues at committee meetings.

Visitors continue to receive a regular newsletter and feedback on issues raised following visits. Refresher training has been provided and a number of new appointments have been made to the four local panels.

The police authority would like to take this opportunity to publicly thank the 45 full and 12 reserve custody visitors for their valued service and commitment.

Independent custody visiting is well established on Merseyside, with the scheme shortly celebrating its 20th anniversary.

Between January and December 2004, our 35 current custody visitors made a total of 247 visits to our seven custody suites; by July 2005, a further 147 visits had been undertaken.

In the last 12 months, a number of visitors have retired from the scheme - mainly due to other commitments, a change in personal circumstances, or on medical grounds - with one long-standing visitor retiring after 18 years devoted service to the scheme. This means we will shortly be organising a campaign to recruit additional visitors to address the shortfall.

Lincolnshire
John King
scheme administrator

Merseyside
Annette Edge
scheme administrator

► **Merseyside**
continued

Quarterly meetings, attended by all visitors, representatives of the Merseyside Police Authority and the local force, continue to work well, providing an opportunity for us all to get together to discuss issues of mutual concern and interest, and to address and resolve any problems. These regular meetings are supplemented by various other training sessions and presentations organised throughout the year.

Our scheme chairman, Reverend Peter Beaman is also a member of the authority's Community Safety and Liaison Committee. This is the committee which carefully monitors all custody visitors' comments and observations, with Reverend Beaman also providing regular updates to members. Matters raised by our custody visitors will be familiar to many people and include concern about the temperature and air quality of cells/custody suites, timely admittance to cells and requests for blankets, drinks, food, exercise etc.

As part of the authority's 2004/05 audit plan, a review of the systems and procedures for processing independent custody visitors' claims for expenses was undertaken. Our auditors were satisfied that appropriate procedures are in place and working well. Our custody visitors were also invited to comment upon the various conclusions and recommendations contained in the report.

On behalf of the Merseyside Police Authority I should like to thank all our custody visitors, both past and present, for their dedication and commitment to the scheme.

I should also like to thank in particular, Peter Beaman, for all his hard work and support – not only as a long serving custody visitor and very active chairman of the scheme, but also for serving as an ICVA executive committee member over the past two years.

► **North Wales**
► **Wendy Moore**
scheme administrator

The custody visiting scheme in North Wales has been the subject of significant progress over the last twelve months. Most notable were the review and amendment of the scheme guidelines and a recruitment drive, which resulted in an additional nine custody visitors being appointed. Many factors had a part to play in the recruitment and retention of our custody visitors and the issues of bilingualism and travelling long distances to custody suites have brought about their own challenges. Welsh is spoken by over two thirds of the population in the west of the area and for many it is a first language. North Wales covers a large geographic area and its uneven spread of population of approximately 668,000 increases substantially in the summer due to tourism and the use of the A55 as a link to Ireland via the port of Holyhead.

Our complement of custody visitors is at the strongest it has been for some considerable period of time and I do not envisage that a recruitment campaign will be needed this year. Only one custody visitor left the scheme during the past year and this was due to ill-health reasons. The scheme continues to attract interest from members of the public and all enquiries are kept on file for future reference.

All newly appointed custody visitors attended a one day induction course which was facilitated by Tony Huby, an ICVA accredited trainer, and this proved an extremely interesting and successful day. Diversity training, facilitated by Ben Eccles, was extended to all custody visitors and all who attended found the session beneficial to their custody visiting role.

Following a six month induction period, individual review meetings were held; all probationer custody visitors were recommended to the police authority for appointment as accredited visitors and are now undertaking visits in line with current guidelines.

North Wales
continued

During the year custody visitors made a total of 100 visits compared to 99 visits last year. Of the 352 persons being detained at the time of the visits, 152 were unavailable to accept a visit due to a number of reasons. Of the 200 detainees available to be seen, 132 consented to a visit and raised issues relating to food, drink, bedding, medical issues, washing facilities, smoking and exercise. In the previous year, 174 detainees were available to be seen and 121 consented to a visit.

As part of a new initiative introduced since my appointment as scheme administrator, custody visitors now receive regular updates and feedback on issues and concerns raised following visits. Panel meetings have been held regularly throughout the year although concern was expressed at the lack of force presence at some of the meetings. Hopefully this situation has now been resolved and a protocol between the force and the police authority has been agreed to ensure the effective communication of all custody matters.

We continue to assist the force with its training of custody officers and civilian detention officers and during the year took part in several informal briefing sessions, the content of which included the key events and milestones that have contributed to the development of custody visiting and the role of custody visitors.

One custody visitor and two members of the authority's staff attended the IVCA annual conference in Newcastle in November 2004, and they also attended the South Wales Police Authority annual custody visiting seminar. Both events enabled the exchange of ideas and information and also offered information on issues of interest.

The past year has been another year of commitment and dedication by the custody visitors in North Wales and I would like to thank them all for their continued hard work and support. In particular my thanks are extended to the panel chair, vice chair and the three area co-ordinators for their assistance and encouragement during my first year in the role of scheme administrator.

It has been a busy year for the custody visitors covering Northamptonshire. The county has four custody panels covering four designated custody suites with a further two suites that are opened occasionally and used for overspill purposes.

Unfortunately, this year the scheme has seen a number of resignations from well established visitors, which has depleted the numbers on a couple of panels considerably. However, the remaining visitors have not been deterred and have risen to the challenge of not only undertaking more frequent visits with their own panel colleagues but also helping out the other panels across the county.

Happily, a recent recruitment campaign has generated a lot of interest and an induction/training day is due in September for prospective visitors. Hopefully it won't be long before they join the panels and visiting rates return to normal! I would like to say a big thank you to all the visitors who have put in extra visits during this time.

Finally, my colleague Sam Sharman has left the authority to go to warmer climes (Devon)! Sam was the scheme administrator before I came along and I know that many of the visitors will miss her enthusiasm and commitment to the scheme - we all wish her the very best.

Northamptonshire
Debbie Roe
scheme administrator

► **Northern Ireland**
► **Janet Humphries**
scheme administrator

There are five custody visiting teams covering Northern Ireland, based in Belfast, Antrim, Down/Armagh, the North West and Tyrone/Fermanagh.

The Northern Ireland Policing Board supports and administers the custody visiting scheme, and each month, the board's community involvement committee receives a detailed report on the issues that custody visitors have raised. The report looks at the treatment of detainees in terms of Code C of the Police and Criminal Evidence (NI) Order 1989, and the PSNI Code of Ethics with particular reference to the treatment of people held in custody and human rights provisions.

The committee also monitors the effectiveness of the custody visiting scheme, and this includes setting targets for custody visiting teams to achieve. Targets are based on the number of detainees held in the custody suites so that the busier the custody suite, the more visits it should receive.

During 2004/2005 custody visitors made a total of 980 visits to custody suites throughout Northern Ireland, slightly exceeding the target set by the policing board.

There were 889 detainees in custody at the time of these visits, and custody visitors saw and spoke to 470 detainees in total. Custody visiting is based on gaining the consent of the detainee to a custody visit, and some 174 detainees did not want to see the custody visitors. The remainder were not seen because they were unavailable for other reasons such as being with their solicitor, or because they were being interviewed by the police.

Custody visitors classified 800 (82%) of their 980 visits as being entirely satisfactory, that is, neither they nor the detainees raised any issues to do with treatment or conditions in the custody suite. Most of the visits they found unsatisfactory were to do with conditions of detention, such as cleanliness of cells or repairs being needed. Such matters were brought to the attention of the PSNI and the policing board so that they would be put right as soon as possible. Throughout the year custody visitors in the Antrim team remained concerned about conditions in Lisburn custody suite, and in November 2004 PSNI confirmed that the suite would be refurbished.

In relation to the treatment of detainees, the most frequent complaint made to custody visitors is about detainees' treatment on arrest. Custody visitors do not investigate complaints – their role is to make sure that they have been referred to the Office of the Police Ombudsman for investigation.

In March 2005 a total of 22 new custody visitors were trained and appointed to the Northern Ireland custody visiting scheme following a recruitment campaign. The policing board welcomes these new custody visitors to the scheme and looks forward to working with them in the future.

In September 1999 the Patten Report recommended that custody visitors should also be empowered to observe interviews on camera, subject to the consent of the detainee. During the year work has also been proceeding to prepare custody visitors in the Antrim and Belfast teams to take on this new expansion of their role. Since October 2005 they are able, with the detainee's permission, to observe police interviews with detained terrorist suspects on remote monitor. This is an important new development for custody visiting and we will report on this in the policing board's next annual report.

The policing board is very grateful to its custody visitors for providing this important form of civil oversight of detention procedures and conditions.

Northumbria ◀
Brian Wilson ◀
scheme administrator

Initially the authority would like to thank the independent custody visitors and other officers who attended and made ICVA's national conference in Newcastle in November 2004 a success. The reception and conference were well received with many positive comments made to ICVA on the evaluation sheets.

The authority's independent custody visiting scheme continues to operate well thanks to the time and effort given by the panel co-ordinators and the custody visitors themselves. The authority currently has 73 custody visitors, and is actively recruiting for more. The police force is currently under going a review and as a result, the independent custody visitors are seeing a lot of changes. The responsibility for the custody suites has transferred from the area commands to the criminal justice department at police headquarters, as part of the review of the custody provision arrangements.

Custody inspectors in each area command are now the key points of contact for the independent custody visitors and the panel coordinators and they will also attend the quarterly panel meetings. Police staff detention officers have been appointed in some custody suites as part of a series of national pilot projects. Custody nurses have also been appointed to help look after detainees.

Copies of all custody visit record forms are also sent to the chief inspector in the Criminal Justice Department, who has overall responsibility for the monitoring of the custody visiting scheme. This allows him to identify problems or areas of concern, take direct action and also promote good practice.

A composite summary of all the issues raised by custody visitors regarding problems in custody suites is also circulated to the authority's Community Engagement Committee to highlight the issues raised in custody suites to the members of the authority. The police force then provides a management response to the issues raised, which is fed back to the custody visitors. Regular newsletters are also sent to independent custody visitors to keep them up to date with current events and issues.

The authority's latest custody visitors' seminar is to be held on 26 November 2005 in Gateshead. The annual seminar allows the authority to keep visitors abreast of police force developments and also enables legislative updates to be given.

The total number of custody visits undertaken between September 2004 and August 2005 was 362. The overall number of detainees being held during the visits was 1323, of which 600 were seen by custody visitors.

South Wales Police Authority's independent custody visiting scheme continues to be a success and a vital element in maintaining public confidence in the police detention system.

South Wales ◀
Andrea Jones ◀
scheme administrator

A total of 577 visits were made during 2004/05 to the 11 designated and six non-designated custody areas across South Wales. Our volunteers visited 607 adults in the cells, as well as 95 juveniles during the year.

Pleasingly, no major problems were reported by the custody visitors this year. Any minor problems were reported to the regional inspector who endeavoured to ensure that these were immediately rectified.

The year saw eight new custody visitors join the scheme in our mid panel, covering Merthyr Tydfil and Rhondda Cynon Taf. This takes the overall number of visitors for South Wales to 51, of which 30 are female and 21 are male. The police authority was grateful to Anna Jarratt of ICVA for her ready assistance in delivering a training session for our new volunteers.

► **South Wales**
► continued

A recruitment campaign is underway for our South and West panels, covering Cardiff and the Vale of Glamorgan, Bridgend, Neath Port Talbot and Swansea respectively. The campaign is one of the best ever, with over 200 declarations of interest and over 55 application forms sent out.

Custody sergeants and visitors in South Wales continued to have an excellent working relationship this year, with a full understanding of each others' role. Civilian detention officers are now a common part of our custody suites. They work along side the custody sergeants, and have proven to be a valuable and successful addition to the police stations. Their working relationship with the visitors is of a very high standard. This is due in no small measure to the police authority being part of their initial training sessions. The quarterly meetings held by each panel have continued to be a success. These are overseen by the panel chair, who is also a police authority member. The regional custody inspectors attend the meetings in order to address any concerns or issues raised by the visitors.

Issues regarding the scheme are fed into the police authority through our community leadership group. Regular updates are given to all members about the scheme. These include any issues of concern raised, as well as the numbers of visits undertaken during the year.

This year will see the tenth annual regional seminar for our visitors, and for those across the whole of Wales. Carrying on with tradition, it will be held at the Seabank Hotel, Porthcawl, on Saturday 15th October.

It is hoped that this year's events will follow the success of last year's, which saw the delegates receive a training session from Ian Smith OBE, chief executive of ICVA, as well as presentations on deaths in police custody and diversity.

Plans for this year's event include a presentation by the immigration officer for Wales and the West, as well as a talk on the drug intervention programme.

► **South Yorkshire**
► **Jackie Lacock**
scheme administrator

The scheme in South Yorkshire currently has 34 custody visitors all of whom have been with us for at least 12 months. The scheme has three panels, each responsible for visiting two or three stations on a weekly basis.

During the last year, our custody visitors have made 409 visits and of the 1666 detained persons in a position to see a custody visitor, 1117 (67%) consented to a visit. This figure is higher than the 63% achieved last year.

There have been two issues raised by our custody visitors which have attracted some press interest this year. The first was a food tasting session by some of our police authority members following reports made by the convenors. Many detainees had been complaining about the standard of food available to them, and our members agreed to try some of the meals. The outcome of the tasting session was that the meals were adequate for the needs of a detainee. The second issue which not only attracted local press, but national press too, related to the heating and ventilation in our custody suites. Again, as a result of continual reports made by our convenors, South Yorkshire Police employed consultants to evaluate the heating and ventilation in our custody suites. The result of this was that most suites were found to be 1-3 degrees below Home Office standards. Members of the authority discussed this with the chief constable and he has agreed that this will be included in the budget for 2006/07, and that the work will be undertaken on a rolling programme, commencing in April 2006.

Just another example of the difference custody visitors make to the standards under which detainees are held. We are grateful to all of our custody visitors for the time they give up to undertake this job and hope that they will continue to do so.

This year has seen the Staffordshire Police Authority's custody visiting scheme continue to operate successfully.

We are looking forward with enthusiasm to our third local conference in November. All panels hold meetings at least quarterly which enables local issues to be discussed and resolved (where possible). They also arrange speakers to attend the meeting. In previous years the speakers have included a police surgeon, drugs unit representative, chairman of the duty solicitor panel and an officer from Drug Link. The chair/vice chair of the police authority's custody visitors committee also meet with panel co-ordinators on an annual basis, to discuss county-wide and national issues.

We are presently embarking on a recruitment campaign to increase the numbers on all panels from the 64 ICVs we have at present. We have targeted recruitment to increase the numbers in the north of the County as Staffordshire Police have recently opened a purpose built Northern area custody facility. The panels covering the new custody facility, (Stoke-on-Trent, Newcastle and Leek) are in the process of merging to form one panel, the Northern area custody panel.

The Northern area custody facility opened in late June 2005 and combines existing custody facilities at police stations in Newcastle, Hanley and Longton. Work started on the high-tech centre at Festival Park in Etruria Valley, Stoke-on-Trent, in February 2004. The 40-cell complex features four wings that offer separate facilities for men, women and youths in custody.

Cells at the site have individual toilets and intercom facilities and meet new Home Office standards regarding lighting, heating and air-flow. As at all Staffordshire custody sites, cells and the welfare of detainees at the complex will be regularly checked by independent custody visitors.

Christina Jebb, chairman of the custody visitors committee, said: "These cells have improved sanitation and communication facilities, increasing detainee safety and reducing the risk of self-harm."

Staffordshire Police Authority once again would like to take this opportunity to formally thank all independent custody visitors in Staffordshire who give time and are committed to ensuring that persons detained in custody are appropriately treated.

Since late 2004, Surrey Police Authority has recruited 12 new volunteers to several of its four panels across the county. This has been to fill a few gaps but also we have had a few resignations from longer serving panel members.

Various training and information days have been hosted along with plenty of training visits, which are carried out with thanks to the force for their co-operation. Earlier in the year we made use of the cultural awareness and diversity training offered by ICVA. It was fascinating, thought provoking and very well received by the ICVs.

All 43 ICVs were re-assessed for their suitability, in line with the Home Office guidance. Surrey Police Authority is really satisfied that this process was approached and completed with professionalism and enthusiasm across the scheme.

We were pleased to be invited to attend the Hampshire PA annual ICV conference in May. Fourteen Surrey volunteers were accompanied by the scheme manager to what proved to be a very useful day. It was also an excellent opportunity to network with other ICVs from the South East Region.

Staffordshire
Don McBain
assistant clerk

Surrey
Caroline White
scheme administrator

► **Surrey**
continued

This year Surrey Police Authority took time to thank our volunteers for their commitment by inviting them and their partners to a BBQ and presentation evening in June. The food was excellent, mobile custody unit tours very exciting; speakers, including the new deputy chief constable and the lead PA member for independent custody visiting were first class and everyone appreciated the chance to meet each others' partners in a social situation. Of course the only thing that let us down was the good old British weather. It poured it down with rain throughout the whole event!!

The 2005 annual ICVA conference will be attended by each of the four panel chairmen in the county; two of these chairmen will be experiencing their first ICVA conference. They are all looking forward to meeting visitors from around the country and sharing ideas.

► **West Mercia**
► **Ian Payne**
scheme administrator

For the third successive year West Mercia's independent custody visitors undertook exactly the same number of visits. A total of 306 visits were made and this meant the police authority's target for each of the six designated stations to be visited weekly was achieved in respect of two stations and that the overall performance was 94%. This was an excellent achievement and testimony to the dedication shown by the four area panel co-ordinators and independent custody visitors.

1153 people were in police custody at the time of the visits and of these 614 (53%) consented to a visit.

Whilst there were no major areas of concern, where issues were raised these were dealt with satisfactorily and reported to the police authority as appropriate. Issues raised included the effectiveness of the heating and cooling systems in custody units and this is an area that will be subject to specific monitoring during the coming year.

Both the Herefordshire and Shropshire panels have commented for some time on the overall adequacies of the custody facilities at Hereford and Shrewsbury and therefore welcomed the decision of the police authority to improve the custody facilities in these two counties.

The first stage of the Herefordshire project will see the facilities at Leominster increased from four to nine cells. Once this work has been completed the Hereford unit will close for a complete refurbishment and will result in the existing eight cells being replaced by sixteen cells. When re-opened Hereford will again become the main custody unit for the county, with Leominster having the capacity to support the north of the county and the South Shropshire area.

The Shropshire project also involves the replacement of the existing eight cells with sixteen. Whilst work is in progress the Shrewsbury custody unit will be closed for six months and detainees transferred to Wellington Police Station, which is twelve miles away from the county town. This project includes the innovative provision of modular cells, which will be built off site. The unit is due to re-open in February 2006.

► **Wiltshire**
► **Ron Flux**
scheme administrator

There are currently 25 custody visitors visiting three custody suites in Swindon, Salisbury and Melksham. We have a good mix of visitors, those with plenty of experience and those who are still fairly new; the age range is also quite wide. Unfortunately, despite our best efforts, we still do not have a good ethnic mix of visitors.

Wiltshire was one of the last authorities to switch to 'paired visits'. We wanted to continue with solo visits but the guidance from the Home Office finally persuaded us to make the change. It has been difficult. A number of custody visitors decided

to retire. Many have stayed on but, it is fair to say that there have been problems. Instead of just organising and making visits themselves, visitors now have to think of their partner.

The secret is communication and planning in advance, not leaving it until the last minute to arrange visits. We ensure in Wiltshire that custody suites are visited at least once a week. Complaints from detainees are few and far between and I am pleased to say that custody staff deal with any problems very quickly. Our custody suite in Swindon is brand new. The suite in Melksham is also modern and the facilities at Salisbury have just received a facelift so we are doing well in terms of accommodation for detainees, staff and visitors.

Finally, I am very pleased to report that Wiltshire Police Authority has decided to recognise long service given by custody visitors. At a recent ceremony, with lunch included, ten retired visitors were each presented with a plaque by the chairman of the authority. This gesture was warmly received by the visitors.

Wiltshire
continued ◀

▶ **accountability**



Executive Committee Report
Executive Committee Members 01.04.2004 - 31.03.2005
Executive Committee Members' Responsibilities
Independent Auditor's Report
Income and Expenditure Account for the year ended 31 March 2005
Balance Sheet for the year ended 31 March 2005
Notes to the Financial Statements for the year ended 31 March 2005

Accounts and Financial Statements
for the year ended
31 March 2005 ◀



ICVA Annual Conference Belfast 2005 ◀

▶ **Executive Committee Report** for the year ended 31 March 2005

The Independent Custody Visiting Association Executive Committee Report for the year ended 31 March 2005

The executive committee presents its report on the affairs of the association together with the financial statements and auditor's report for the year ended 31 March 2005.

▶ **Objects**

The association is established to promote the efficient and effective provision of custody visiting in the United Kingdom and elsewhere to raise public awareness about matters and issues concerning the rights and entitlements of people held in police custody.

▶ **Principal Activity and Legal Status**

The principal activity of the association is that of supporting and promoting custody visiting.

The association is governed by way of a constitution. This gives the executive committee the right to manage the affairs and expend the funds of the association in such a manner as they consider most beneficial for the purpose of the association's activities and within the scope of the Home Office grant regulations.

▶ **Results for the Year**

The association has returned a surplus of income over expenditure of £2052. This surplus has been added to the accumulated fund balance.

▶ **Fixed Assets**

The tangible fixed assets are as per note 3 to the financial statements.

Independent Auditors Report to the members of the Independent Custody Visiting Association

Executive Committee members

Executive Committee | Offices 01.04.2004 – 31.03.2005

Chairman	Stephen Murphy	until June 2004
	Bill Miller	from 04.12.2004

Vice-Chair	Rosemary Parker	until 04.12.2004
	Andrew Steadman	until 04.12.2004
	John Littlechild	from 04.12.2004
	Rensford Pryce	from 04.12.2004

Stephen Murphy	Greater Manchester Police Authority	until June 2004
Sharron Hardman	Greater Manchester Police Authority	from 04.12.2004
Rev Peter Beaman	Merseyside Police Authority	
Rachel Harper	Metropolitan Police Authority	
Aneeta Prem	Metropolitan Police Authority	
Tim Rees	Metropolitan Police Authority	
John Mair	Northumbria Police Authority	
Jim Sorsby	South Yorkshire	
Rensford Pryce	West Midlands Police Authority	
Janet Spencer	West Yorkshire Police Authority	
David Wood	Central 1	
Kath Trueman	Central 2	until 04.12.2004
Jackie Nash	Central 2	from 04.12.2004
Andrew Steadman	Central 3	until 04.12.2004
Bill Harnett	Central 3	from 04.12.2004
Bill Miller	North East	
Geraldine Harvey	Northern Ireland	
Ian Dickinson	North West	until 04.12.2004
Stuart Edwards	North West	from 04.12.2004
Andrew Keddie	Scotland	
Brian Pirie	Scotland	
Ram Appadoo	South East 1	until 04.12.2004
John Bennett	South East 1	from 04.12.2004
David Collier	South East 2	until 04.12.2004
Geoff Nash	South East 2	from 04.12.2004
Rosemary Parker	South West	until 04.12.2004
Kathie Emery	South West	from 04.12.2004
Roberta Ethelston	Wales	until 04.12.2004
Meirion Jones	Wales	from 04.12.2004
John Littlechild	Wales	

▶ Executive Committee Members' Responsibilities

Executive Committee Members' Responsibilities

Current best practice requires the executive committee members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the association and of the surplus or deficit of the association for that period.

In preparing those financial statements the executive committee members should:

a. select suitable accounting policies and then apply them consistently

b. make judgements and estimates that are reasonable and prudent

c. state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements

d. prepare financial statements on the going concern basis unless it is inappropriate to presume that the association will continue in operation.

The executive committee members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

▶ Auditors

Chadwick resigned as auditors during the year and Nairne Son & Green were appointed in their place. The executive committee members will place a resolution before the Annual General Meeting to re-appoint Nairne Son & Green as auditors.

This report was approved by the executive committee on 16 September 2005 and signed on its behalf.

Ian Smith OBE
Chief Executive

Independent Auditor's Report to the members of the Independent Custody Visiting Association

We have audited the financial statements on pages 30 to 33 which have been prepared under the historical cost convention and the accounting policies set out on page 32 and 33.

This report is made solely to the executive committee. Our audit work has been undertaken so that we might state to the executive committee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the association and the executive committee as a body, for our audit work, for this report, or for the opinions we have formed.

As described in the executive committee report, the association's committee is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the executive committee in the preparation of the financial statements and of whether the accounting policies are appropriate to the association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

In our opinion the financial statements give a true and fair view of the state of the association's affairs as at 31 March 2005 and of its surplus of income over expenditure for the year then ended and have been properly prepared in accordance with the association's constitution.

Nairne Son & Green
Chartered Accountants
Registered Auditors
477 Chester Road
Manchester M16 9HF

4 October 2005

Auditor's Report

Respective Responsibilities of Executive Committee and Auditors

Basis of Opinion

Opinion

► The Independent Custody Visiting Association
Income and Expenditure Account for the year ended 31 March 2005

	General Fund	Home Office Restricted Fund	Scottish Development Restricted Fund	Total 2005	Total 2004
	£	£	£	£	£
Income					
Fee Income	9,950	-	-	9,950	9,457
Home Office Grant	-	187,500	-	187,500	254,500
Scottish Development Grant	-	-	39,409	39,409	46,591
Romanian Development	-	-	-	-	6,129
Membership Fees	24,850	-	-	24,850	24,850
- Scotland	-	-	4,000	4,000	4,000
Scottish Management Fee	4,125	-	-	4,125	10,000
Sale of Products	18,732	-	-	18,732	4,075
- Scotland	-	-	7	7	162
Interest Receivable:					
- Capital Reserve Bank Account (Gross)	-	-	-	-	1,377
VAT overcharge	708	-	-	708	-
Miscellaneous income	1,570	-	-	1,570	927
Total income for year	59,935	187,500	43,416	290,851	362,068
Expenditure					
Services and Supplies (note 7)	12,271	145,674	19,440	177,385	188,130
Training Provision and Materials	1,877	14,985	20,817	37,679	72,958
Publicity and Developments	-	10,755	3,058	13,813	38,538
Conferences and AGM	2,928	30,198	5,439	38,565	43,076
Support Materials and Equipment	241	21,116	-	21,357	16,862
Total expenditure for year	17,317	222,728	48,754	288,799	359,564
Excess of income over expenditure	42,618	(35,228)	(5,338)	2,052	2,504

The association does not have any recognised gains and losses other than income and expenditure in the year. The accompanying notes form an integral part of this statement.

► The Independent Custody Visiting Association
Balance Sheet for the year ended 31 March 2005

			2005	2004
	Notes	£	£	£
Fixed assets				
Tangible assets	3		951	4,560
Current assets				
Bank balances:				
- Current account		43,552		72,941
- Capital reserve account		118		18,126
Debtors		28,220		14,088
VAT recoverable		1,785		987
Other debtors and prepayments		1,071		-
		74,746		106,142
Current liabilities	4	(63,067)		(100,124)
Net current assets			11,679	6,018
Net assets			12,630	10,578
Represented by:				
Accumulated fund				
At beginning of year			10,578	8,074
Surplus for the year			2,052	2,504
At end of year	5		12,630	10,578

John Littlechild Chairman
Anna Jarratt Executive Assistant

Approved on behalf of the executive committee on 16 September 2005.
The accompanying notes form an integral part of this balance sheet.

The Independent Custody Visiting Association
Notes to The Financial Statements for the year ended 31 March 2005

1 Accounting policies

1.1 Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention and in accordance with the applicable accounting standards.

1.2 Income

Income is credited in the period to which it relates.

1.3 Grant income

Grant income is recognised in the income and expenditure account when the grant is utilised for its specific purpose.

1.4 Expenditure

Expenditure is charged on an accruals basis.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated so as to write off the cost of the asset, less its residual estimated value, over the useful economic life of that asset as follows:

Computer equipment – 33.33% per annum straight line basis.

2 Taxation

The association is a non profit making organisation and will, in the executive committee's opinion, be exempt from taxation, apart from tax on investment income.

The Independent Custody Visiting Association
Notes to The Financial Statements for the year ended 31 March 2005

	Computer Equipment
3 Tangible fixed assets	
Cost	£
Brought forward at 1 April 2004	10,839
Additions	-
Carried forward at 31 March 2005	10,839
Depreciation	
Brought forward at 1 April 2004	6,279
Charge in the year	3,609
Carried forward at 31 March 2005	9,888
Net book value as at 31 March 2005	951
Net book value as at 31 March 2004	4,560

	2005	2004
4 Current liabilities		
	£	£
Purchase ledger control account	47,931	63,157
Accruals	12,499	36,967
PAYE/NIC due	2,637	-
	63,067	100,124

	Scottish Development Restricted Fund	Other Restricted Fund	General	Total
5 Accumulated fund				
	£	£	£	£
As at 1 April 2004	(844)	(8,372)	19,794	10,578
Surplus/(deficit) for the year	(5338)	(35,228)	42,618	2,052
As at 31 March 2005	(6,182)	(43,600)	62,412	12,630

6 Contingent liabilities

The Home Office grant and Scottish Development grant awarded in the year requires that amounts unspent by the association must be returned to the board promptly. The executive committee is of the opinion that the monies will be expended in accordance with their application.

7 Services and supplies costs

The services and supplies costs in the income and expenditure account include salaries and related costs, the London and Scottish offices costs, irrecoverable VAT and general administration costs.

▶ transparency



want to find out more about
custody visiting?
www.icva.org.uk
has all the answers

www.icva.org.uk ◀



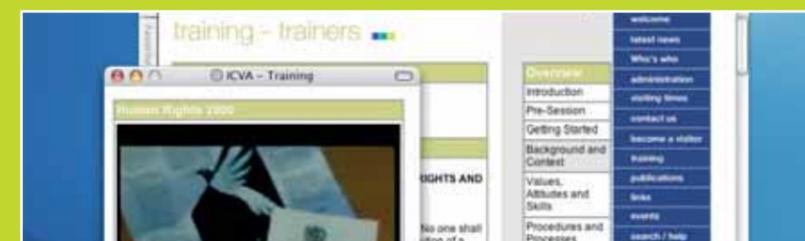
Multi-lingual
facility ◀



Access to
publications ◀



Visitor
Resources ◀



Online
Training ◀



Communication ◀