



Annual Report 2011



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Chair's Foreword



This has been another excellent year with a number of significant achievements. The landscape of policing which was due to change in May 2012 with the planned introduction of Police and Crime Commissioners (PCCs) and the abolition of police

authorities has now been put back until 15th November 2012.

Whilst these proposals will mean significant changes in the governance of independent custody visiting, it is anticipated that given the agreement to transfer the custody visiting responsibilities to the new PCCs, there will be a seamless transition for visitors.

Although ICVA has a membership of police authorities, it will remain to assist with the transitional stages and beyond for the new PCCs. The Executive Committee has already set in motion measures that will allow for constitutional changes to ICVA, for adoption at a future meeting.

These proposals give me the opportunity to reflect not only on the last year, but also on an entire 18 years of success for ICVA in particular and custody visitors generally.

In 1993 we started looking for funding to establish the National Association for Lay Visiting and were so fortunate to meet Henry Smith's Charity. Since then, the achievements have been immense. I think it is remarkable that, in such a short period of time, we have so well established the case for independent custody visiting that it has been made statutory in England, Wales and Northern Ireland, and that ICVA itself is now largely funded by the Home Office. Huge progress has also been made in Scotland, and although it is not yet statutory there, we continue to press for it to be so. There cannot be many voluntary organisations that have achieved so much in such a short period of time.

Having established ourselves in the UK with our membership now including Guernsey and Jersey,

we are now making progress in spreading the concept abroad. Our overseas projects started in Romania, funded with help from the Foreign and Commonwealth Office. We are now seeing increasing signs of interest from other countries, particularly in Eastern Europe, where Armenia, Bulgaria and Ukraine have, with ICVA assistance, established their own visiting arrangements.

I was privileged to be asked to attend the Organisation for Security and Cooperation in Europe's conference between the Council of Europe and the European Union representatives to discuss "Combating ill-treatment and impunity" in South Caucasus, Moldova and Ukraine in Odessa between 2nd and 3rd November, 2010. This conference was a great success, and it helped to spread the concept of independent custody visiting to these countries and a number of others.

With the support of the Metropolitan Police Authority and their visitors who demonstrated the visiting process, a delegation from New Zealand headed by Lord Justice Goddard spoke to me, and there is genuine interest in establishing a visiting scheme there. If this is achieved it will be the greatest distance that ICVA's influence has reached. China was previously the furthest, where last year the second pilot scheme was established in Liaoyuan, following work with the Great Britain China Centre and Renmin University in Beijing.

As this may be my last opportunity to speak to you all as members of the present Association, I would like to thank everyone who has contributed to our success, particularly our previous Chairs and Vice-Chairs, our Chief Executive, Ian Smith and Anna Jarratt, all of whom have played key roles in the UK and overseas ever since the formation of the Association. I would also like to acknowledge the contribution of all those who have served on the Executive Committee over the years.

I thank each and every one of the volunteers who visit police stations throughout the country as independent custody visitors, providing a very important service to their communities.

I would like to close by echoing the words of our instigator, Lord Scarman, many years ago: 'I say to all lay visitors: "Well done and keep it going"'.
David Wood

David Wood



National Developments

Codes of Practice / National Standards

The revised Codes of Practice that underpin the statutory provision of Independent Custody Visiting in the Police Reform Act of 2002 (paragraph 51) were issued in April 2010.

This followed extensive consultation with all parties involved in the process and a Home Office Working Party.

The National Standards have also been the subject of an ICVA inspired consultation exercise and are currently with the Home Office who will decide how best to progress this initiative.

These amendments and the proposed changes from police authorities to Police & Crime Commissioners will necessitate the rewriting of the trainers manual and student workbook and will be made available to the scheme administrators as soon as practicable.

NPM Activity

The United Kingdom National Preventative Mechanism (NPM) is currently made up of 18 bodies with HMIP performing a coordinating role.

In addition to ICVA, there are custody visiting representatives from Scotland and Northern

Ireland, which ensures that independent custody visiting schemes in operation throughout the UK are represented.

Through the work of the NPM, police custody now has two layers of monitoring by members of the body.

At a local level, independent custody visitors, who are volunteers from the local community, make short, unannounced but very frequent visits to police custody suites. At another level, less frequent but more in-depth inspections of police custody suites are undertaken by professional inspectorates. In England and Wales, inspections are carried out jointly by HM Inspectorate of Constabulary and HM Inspectorate of Prisons; in Scotland, HM Inspectorate of Constabulary for Scotland is able to inspect police custody; and in Northern Ireland, police custody is inspected by Criminal Justice Inspection Northern Ireland. Together, these layers ensure police custody is monitored regularly and by those with the necessary experience and expertise, as required by OPCAT.

of Prisons (HMIP) commenced a joint programme of inspection of police custody throughout England and Wales.



The Care Quality Commission, also an NPM member, provides health care expertise to these inspections. In 2010-11, 16 police custody suites were inspected. Nearly half of provincial forces and Metropolitan Police Service boroughs have been visited since the inspection programme began in 2008. This year saw the first unannounced inspection of police custody with such inspections now accounting for three-quarters of the programme.

Inspections are carried out against criteria known as 'Expectations', which are informed by and referenced against human rights standards. The expectations cover four key areas: strategy; treatment and conditions; individual rights; and health care.



England & Wales

Within England and Wales, HM Inspectorate of Constabulary (HMIC) and HM Inspectorate

National Developments

Scotland

In 2010-11, HM Inspectorate of Constabulary for Scotland (HMICS) continued to monitor the implementation of recommendations made in previous thematic reports on police detention. These reports had focused on the design of detention facilities, the care of detained children and the provision of medical services for people in police custody.

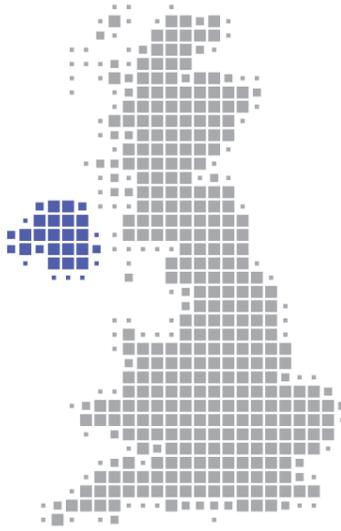


At a strategic level, custody visitors have also been considering the potential impact of proposals to reform policing across Scotland. The Scottish government recently consulted on options for reform, including the possibility of replacing the eight police forces with a single Scottish

force or with a few regional forces. As custody visiting schemes are currently organised according to police force areas, any reforms will have an impact on them. However, reform may also offer an opportunity for the Scottish government to consider all aspects of policing, including police custody, and to place independent custody visiting on a statutory footing.

Northern Ireland

Criminal Justice Inspection Northern Ireland (CJINI) inspects all aspects of the criminal justice system, including places of detention such as prisons, court and police custody, and secure facilities for children.



Its programme for 2010-11 did not include police custody as this was inspected the previous year.

In 2010-11, independent custody visitors made 1,047 unannounced visits to the 21 designated custody suites in Northern Ireland. Custody visitors in Northern Ireland work with their counterparts in the rest of the UK to develop national standards for visiting and to raise awareness of their work. Such joint working makes good use of limited resources at a time when custody visitors, as with many other monitoring bodies, are being asked to make significant 'efficiency savings'.

Ministerial Board on Deaths in Custody

The Association is a member of the Board whose seventh meeting took place on 7th June 2011.

The meeting received a presentation from John Drew (Youth Justice Board) on Deaths of Young People and updates from the Independent Advisory Panel on Considering the Use of Physical Restraint (Professor Richard Shepherd); Compliance of Investigations into Deaths in State Custody (Professor Philip Leach); Risks Relating to the Transfer and Escorting of Detainees (Lord Toby Harris).

As a result of issues raised at an earlier Board meeting, further meetings were also held with National Offender Management Scheme (NOMS) and Association of Chief Police Officers (ACPO) to discuss the Person Escort Record (PER) form, which is used to convey information



National Developments

relating to an individual as they are transferred through the criminal justice system.

The Board also met in October 2011 and will next meet on 7th February 2012.

Appointment of Independent Reviewer of Terrorist Legislation

On 9th November 2010, the Home Secretary announced the appointment of David Anderson QC as independent reviewer of terrorism legislation. He succeeded Lord Alex Carlile of Berriew QC in the position.

The independent reviewer is required to produce an annual report for the Home Secretary, to be laid before Parliament, on the operation of the Terrorism Act 2000, the Prevention of Terrorism Act 2005 (control orders) and Part 1 of the Terrorism Act 2006. Other reports in relation to terrorism may be produced from time to time. He has already visited places of detention, met with ICVA officers to produce protocols in relation to suspected terrorist detainees and spoken at the 2011 annual conference in Belfast on 19th November.

Investors in volunteers

Investing in Volunteers is the UK quality standard

for all organisations which involve volunteers in their work.

The Standard enables organisations to comprehensively review their volunteer management, and also publicly demonstrates their commitment to volunteering.

The Northern Ireland Policing Board received the Investing in Volunteers award for their scheme in November 2010, making it the first such scheme in the UK to achieve this accreditation.

To meet the standard required, the scheme was rigorously assessed on nine indicators, involving 46 practices, and included interviews and focus groups with Board Members, staff and volunteers.

Leicestershire Police Authority is the first scheme within England and Wales to apply for the Investors in Volunteers award. We wish them every success with their application.

Police & Crime Commissioners

Earlier this year, the Police Act saw the introduction of new Police & Crime Commissioners from November 2012.

Following negotiation and representation made by ICVA, with support from visitors, the Association is pleased that custody visiting will fall within the remit of the new Commissioners. This year has been one of looking to see how the role of ICVA can complement and assist the

transition from police authorities to Commissioners. ICVA, in addition, must be able to show that it can support Commissioners in ensuring that custody visiting remains key in looking at improvements to custody and rights and entitlements of those held by the police. We look forward to working with all our partners to change how the Association itself is constituted to deliver a new era for custody visiting.

Future of Independent Custody Visiting

In this coming year, it is important for the Association to ensure that it continues in the delivery of its services and as a national voice for custody visiting.

To achieve this, it must provide a value for money service that is essential to - and meets - local needs. The Association will continue to maintain its close working relationship with other bodies that form the United Kingdom's national preventative mechanisms, and to work closely with police authorities and their replacements to ensure that the standards of custody and welfare are maintained at a high level.

Authorities should be reassured that for the Association and the support it gives to its members, it's business as usual during this period.

Conferences

ICVA National Conference

The national conference took place in the Bury Theatre at the Royal Armouries, Leeds on 13th November 2010 and the agenda focused on the respect and dignity of people in custody.

Speakers at the conference included a welcome from Mark Burns-Williamson from West Yorkshire Police Authority, Sean Duggan from Sainsbury's Charity, Nick Long from the Independent Police Complaints Commission, Jane Van Zyl from the Samaritans, Alyson Kilpatrick Human Rights Advisor, Northern

Ireland Policing Board, Andrew Alexander from the Home Office and ICVA Chief Executive, Ian Smith.

The feedback from delegates was very positive and we are using it to make sure that future conferences are even better.



General Comments

"Well organised... my first conference, really informative and enjoyable"

"Less time for lunch"

"Pacy, free flowing structure"

"A chilli served with one carrot and four florets of cauliflower is not a meal"

"Would come to another... not sure of relevance of Samaritans"

"Always not enough time!"

"Good range of speakers to encourage and inspire ICVs"

"It was great"

"Organisation of lunch was a brilliant idea - let's see it again"

"Excellent venue"

"Handouts at the end of conference, please"

"Try to have workshops - group activities"

"More opportunity for questions"

"Car-parking should be free and so not have to be charged to the police authority"

Wales

South Wales Police Authority hosted the annual conference for Wales, which took place on 29th October, focusing on drugs misuse with input from medical services, a treatment agency and the South Wales Police. The seminar also looked ahead to developments taking place within custody and the new governance arrangements for Police & Crime Commissioners due in November 2012.

Issues raised by visitors have included the level of care for a very new mother in police custody, concerns about possible ligature points and sharp edges, highlighting issues around meal times and cultural differences such as Ramadan.

Northern Ireland

The Northern Ireland Policing Board Custody Visitors Annual Conference was held on 27th March 2011. This provided the forum for custody visitors to discuss relevant issues and was an occasion to celebrate the work of custody visiting and express the Board's thanks to the volunteers involved in this role.

Speakers at the conference included: Dr Ian Carson, Chair of the Regulation & Quality Improvement Authority (NPM Member organisation); Baroness May Blood of Blackwattertown; and Ian Smith, Chief Executive of ICVA.

Presentations were made to nine volunteers who completed their six-year tenure on the scheme.

Scotland

The 2010-11 Scottish Custody Visiting Conference was held in Edinburgh on 12th March 2011. The event, which was held in the City Chambers, was attended by 100 delegates who heard presentations on:

- Challenges in Policing
- Custody Visiting in Scotland
- Equalities in Custody
- The role of the Independent Monitoring Board
- The role of the Police Complaints Commissioner for Scotland

Scheme Administrators' Conference

Workshops & Presentations

The conference took place in Birmingham on 14th and 15th June 2011.

Welcomed by the Chair of ICVA, David Wood, delegates received presentations from Sinead Whelan, Volunteering England; Nigel Newcomen, HMIP; Ben Hale, Home Office; Mark Restall, consultant; and Kevan Downer, NIPB.

The feedback from delegates was extremely positive for the event and a further conference will be considered as part of next year's programme.

Evaluation Feedback

INVESTING IN VOLUNTEERS					
Scoring 1 - 5 (5 is high, 1 is low)					
AREA	1	2	3	4	5
Relevance to your job	0	0	2	2	10
Quality of information	0	0	1	8	5
Quality of presentation	0	0	1	7	6

TACT DETENTION					
Scoring 1 - 5 (5 is high, 1 is low)					
AREA	1	2	3	4	5
Relevance to your job	0	0	4	3	6
Quality of information	0	2	6	4	3
Quality of presentation	0	3	4	4	3

MANAGING VOLUNTEERS					
Scoring 1 - 5 (5 is high, 1 is low)					
AREA	1	2	3	4	5
Relevance to your job	0	0	2	0	12
Quality of information	0	0	1	2	11
Quality of presentation	0	0	1	2	11



INVESTING IN VOLUNTEERS - A PRACTITIONER'S VIEW					
Scoring 1 - 5 (5 is high, 1 is low)					
AREA	1	2	3	4	5
Relevance to your job	0	0	2	2	8
Quality of information	0	0	2	5	5
Quality of presentation	0	0	2	3	7

IDENTIFYING & MEASURING EXCELLENCE					
Scoring 1 - 5 (5 is high, 1 is low)					
AREA	1	2	3	4	5
Relevance to your job	0	0	0	0	13
Quality of information	0	1	0	2	10
Quality of presentation	0	1	0	3	7

CHALLENGES FOR INDEPENDENT CUSTODY VISITING					
Scoring 1 - 5 (5 is high, 1 is low)					
AREA	1	2	3	4	5
Relevance to your job	0	0	0	2	9
Quality of information	0	0	0	4	6
Quality of presentation	0	0	0	3	7

GENERAL				
AREA	POOR	FAIR	GOOD	EXCELLENT
Pre-Conference organisation and administration	0	0	3	10
Conference venue	0	1	5	7
Conference catering	0	0	3	10

Suggested topics for future conferences

Vetting - What should the standard be?; Report Forms - What information is really required?; Issues that may arise from the introduction of PCCs; Networking opportunity on day one.

Comments

Liked having the workshop sessions on one day with information sessions on another; Networking opportunities are welcome and crucial; First rate - shame not better representation; Really useful and relevant; Managing volunteers session too long - needed a break; Disappointing no Home Office representation; Another high standard and quality conference.

Regional conferences & seminars



Eastern Region

On Saturday 18th June 2011, Norfolk Police Authority hosted the Annual ICVA Regional Conference and was pleased to welcome over 70 ICVs and Police Authority representatives from across Bedfordshire, Cambridgeshire, Hertfordshire, Norfolk, Suffolk and Essex.

Delegates were welcomed by David Reeve, a member of the Authority's Performance & Engagement Committee (which has responsibility for overseeing ICV delivery) and DCC Simon Bailey. ICVA Chairman and Eastern region representative, David Wood, kindly acted as our Master of Ceremonies and introduced each of the speakers: Chris Harding - Chief Executive Norfolk Police Authority, who

& Crime Commissioners; Ian Smith - Chief Executive ICVA, who discussed with delegates what good custody visiting practice looked like and what this might encompass in the future; Superintendent Kevin Bailey from Essex police, who spoke about the planning for the Olympics 2012.

The afternoon was an interactive one involving a discussion of key custody visiting issues.



West Midlands

A seminar for all ICVs in the region took place on September 24th at Police Headquarters on Weston Road Stafford.

The programme was introduced by the Chairman of Staffordshire Police Authority beginning with the local Member of Parliament explaining the government policy on the election of the Police & Crime Commissioners in November 2012.

The other main speaker was Kevin Jolly, Immigration Inspector and Lead Officer for the UK Border Agency on their interaction with custody units and detainees.

East Midlands

The Annual Regional ICV Advanced Training day was held on 3rd September at Leicestershire Police Headquarters and was attended by more than 70 delegates from across the region. The programme included guest speakers from HMIC/HMIP on the Joint Inspection of Police Custody Facilities and by Sally Creedon on Autism Awareness. A number of interactive sessions were delivered by 'Aftathought', a public sector training company that uses consultants, writers, actors and facilitators to deliver training

through drama. A number of scenarios were delivered around the over arching theme of 'Communication'. This included interactions between custody visitors and vulnerable detainees (such as juveniles and persons with mental health issues) and with custodians.

London

On 24th September, the Metropolitan Police Authority held their "Dignity with Detention" conference, which took place at the Riverbank Park Plaza Hotel, London.

The day was chaired by the ICVA Chief Executive, who welcomed 77 ICVs and 12 members of the MPS. In addition, delegates from Scotland, Wales and Co Durham also made the journey to attend the conference. Presentations were made by Alyson Kilpatrick, a Human Rights Advisor to the Northern Ireland Policing Board; Sean Sullivan and Mark Ewan from HMIP/HMIC; Superintendent Annette Wightman from Custody Directorate; Siobhan Coldwell from the MPA; and Sergeant Roger Macmillan, MPS lead officer on Custody Officer training.



THE INDEPENDENT CUSTODY VISITING ASSOCIATION

EXECUTIVE COMMITTEE REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

ASSOCIATION OFFICE

PO Box 1053
Colne
Lancashire
BB9 4BL

AUDITORS

NAIRNE SON & GREEN
Chartered Accountants
Registered Auditors
477 Chester Road
Manchester
M16 9HF



The Independent Custody Visiting Association Executive Committee Report For The Year Ended 31 March 2011

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 2011.

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 £23,637. 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.

Executive Committee

Executive Committee Offices 1.4.2010 - 31.3.2011

Chairman	David Wood	
Vice-Chair	Peter Thompson	(until 04.12.10)
	Janet Spencer	(from 04.12.10)

The Independent Custody Visiting Association Executive Committee Report For The Year Ended 31 March 2011

Executive Committee (continued)

Executive Committee members 1.4.2010 - 31.3.2011

David Wood	Eastern Region	
John King	East Midlands	
James Tate	London	
David Hudson	Midlands	
Peter Thompson	North East	
Malcolm King	South East	(until 4 December 2010)
Mike Blank	South East	(from 4 December 2010)
Mike Murray	South West	(until 4 December 2010)
Lorna Muffet	South West	(from 4 December 2010)
Janet Spencer	Yorkshire & Humberside	
Kevan Downer	Northern Ireland	
Patricia McCarron	Scotland	
Brian Pirie	Scotland	
John Littlechild	Wales	

The Independent Custody Visiting Association Executive Committee Report (Continued) For The Year Ended 31 March 2011

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:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

Statement of disclosure of information to auditors

In the case of each of the persons who are members at the time when the Executive Committee report is approved:

- so far as they are aware, there is no relevant audit information, information needed by the Association's auditors in connection with preparing their report, of which the Association's auditors are unaware; and
- they have taken all the steps that they ought to have taken as members in order to make themselves aware of any relevant audit information and to establish that the Association's auditors are aware of that information.

Auditors

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 5th October 2011 and signed on its behalf.

Ian Smith OBE
Chief Executive

Independent Auditors Report To The Members Of The Independent Custody Visiting Association

We have audited the financial statements of the Independent Custody Visiting Association for the year ended 31 March 2011 set out on pages 6 to 10. These financial statements have been prepared under the accounting policies set out on page 8 and the historical cost convention.

This report is made solely to the Executive Committee as a body. Our 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.

Respective responsibilities of Executive Committee and Auditors

As described in the Executive Committee's report on page 16, the Association's Committee is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared. We also report to you whether in our opinion the information given in the Executive Committee's report is consistent with the financial statements. In addition we report to you if the Association has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Executive Committee's report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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.

Independent Auditors Report To The Members Of The Independent Custody Visiting Association (Continued)

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 8 to the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, applicable to Smaller Entities, of the state of the Association's affairs as at 31 March 2011 and of its surplus for the year then ended;
- the financial statements have been properly prepared; and
- the information given in the Executive Committee's Report is consistent with the financial statements.

C Roberts BA FCA
Senior Statutory Auditor
Nairne Son & Green
Chartered Accountants
Registered Auditors
477 Chester Road
Manchester
M16 9HF

6th October 2011

The Independent Custody Visiting Association Income And Expenditure Account For The Year Ended 31 March 2011

	General Fund	Home Office Restricted Fund	Scottish Development Restricted Fund	Total 2011 £	Total 2010 £
Income					
Fee Income					-
Home Office Grant	-	150,000	-	150,000	150,000
Scottish Development Grant	-	-	11,286	11,286	31,902
Membership Fees	22,350	-	-	22,350	21,850
- Scotland	4,000	-	-	4,000	4,000
Scottish Management Fee	2,250	-	-	2,250	2,250
Scottish project staffing	614	-	-	614	2,000
Sale of Products	1,344	-	-	1,344	8,666
Conference and training fees	12,050	-	-	12,050	13,715
Miscellaneous income	-	-	-	-	-
Training provision	500	-	-	500	2,500
Other	214	-	-	214	-
Total income for year	<u>43,322</u>	<u>150,000</u>	<u>11,286</u>	<u>204,608</u>	<u>236,883</u>
Expenditure					
Services and Supplies (note 7)	14,210	119,146	3,374	136,751	140,594
Training Provision and Materials	-	8,922	1,000	9,922	12,005
Publicity and Developments	5,168	6,225	2,210	13,603	39,497
Conferences and AGM	118	15,801	4,702	20,620	22,453
Support Materials and Equipment	95	-	-	95	95
Total expenditure for year	<u>19,591</u>	<u>150,094</u>	<u>11,286</u>	<u>180,971</u>	<u>214,644</u>
Excess of (expenditure over income) income over expenditure	<u>23,731</u>	<u>(94)</u>	<u>-</u>	<u>23,637</u>	<u>22,239</u>

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 As At 31 March 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	3		175		592
Current assets					
Bank balances:					
- Current account		48,043		36,014	
Debtors		7,299		2,071	
Other debtors and prepayments		1,022		29,291	
		<u>56,364</u>		<u>67,376</u>	
Current liabilities	4	<u>(7,453)</u>		<u>(42,519)</u>	
Net current assets			48,911		24,857
Net assets			<u>49,086</u>		<u>25,449</u>
Represented by:					
Accumulated fund					
At beginning of year			25,449		3,210
(Deficit) surplus for the year			23,637		22,239
At end of year	5		<u>49,086</u>		<u>25,449</u>

David Wood - Chairman

Anna Jarratt - Executive Assistant

Approved on behalf of the Executive Committee on 5th October 2011.
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 2011

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.

The financial statements have been prepared on the going concern basis as in the opinion of the Executive Committee, the Association will continue operating for the next twelve months, being supported by grants from the Home Office and Scottish Executive.

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 (Continued) For The Year Ended 31 March 2011

3 Tangible fixed assets

	Computer Equipment £	
Cost		
Brought forward at 1 April 2010		13,413
Disposals		(11,055)
Carried forward at 31 March 2011		<u>2,358</u>
Depreciation		
Brought forward at 1 April 2010		12,821
On disposals		(11,055)
Charge in the year		417
Carried forward at 31 March 2011		<u>2,183</u>
Net book value as at 31 March 2011		<u>175</u>
Net book value as at 31 March 2010		<u>592</u>

4 Current Liabilities

	2011 £	2010 £
Purchase ledger control account	107	37,214
Accruals	3,741	2,700
PAYE/NIC due	2,005	2,105
VAT due	-	-
Income paid in advance	1,600	500
	<u>7,453</u>	<u>42,519</u>

5 Accumulated fund

	Scottish Development Restricted Fund £	Home Office Restricted Fund £	General £	Total £
As at 1 April 2010	(17,990)	(152,736)	196,175	25,449
Surplus/(deficit) for the year	-	(94)	23,731	23,637
As at 31 March 2011	<u>(17,990)</u>	<u>(152,830)</u>	<u>219,906</u>	<u>49,086</u>

The Independent Custody Visiting Association Notes To Financial Statements (Continued) For The Year Ended 31 March 2011

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 the following:

	2011 £	2010 £
Scottish Development expenditure	3,374	3,930
Irrecoverable VAT	4,591	7,868
Administration costs	128,786	128,796
	<u>136,751</u>	<u>140,594</u>

8 Non-audit services

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

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