

# Back to Basics

ANNUAL REPORT  
AND ACCOUNTS 2015





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## CHAIR'S INTRODUCTION



I am pleased to present ICVA's annual report for 2015. 2015 has been a busy year for ICVA with a national increased focus on police custody. The Home

Secretary has announced an independent review into deaths and serious incidents in police custody and there has been continuing focus on the topics of mental health and juveniles in custody. ICVA is a key stakeholder in national partnerships to respond to the questions. ICVA also supports schemes to respond to contemporary issues and has seen increased demand for its training and resources over the past year.

**The Independent Custody Visiting Association grew out of the commitment to ensure the welfare of detainees was overseen and given independent protection. This commitment remains strong and unmovable today. However, ICVA is moving through a time of change.**

Ian Smith, ICVA's first Chief Executive who had been involved in custody visiting since the early nineties, has retired and Katie Kempen, ICVA's new Chief Executive takes his place. Katie takes on this new role during an unstable time. The current financial climate brings difficult financial realities and ICVA must respond by changing the way that it delivers value to members and delivering more for less. ICVA must also use the intelligence and data gathered by its members and schemes to inform national work and debates and to push for improvements to custody. Katie will be developing new and efficient ways to deliver value with fewer resources.

Our schemes have also risen to a number of new challenges. The Scottish scheme has taken responsibility for visiting legalised police cells with different rights and requirements. Schemes are responding to changes in healthcare commissioning and exploring their role in overseeing its effectiveness. Schemes are seeing change to police estate with many moving to fewer, bigger custody suites. ICVA is also responding to the new development of virtual

courts, working with our stakeholders to ensure that detainees continue to receive appropriate protection during these changes.

I am pleased to welcome two new members to our Association. The Offices of the Police and Crime Commissioners for Greater Manchester and North Yorkshire have joined us, making ICVA's coverage almost comprehensive across the United Kingdom. ICVA grows stronger as new members join and we look forward to working with all of our members in the year ahead

ICVA is developing the way that it communicates with members, stakeholders and the public. We are developing a new members area function to our website where members will be able to access a library of resources and to discuss and share experiences to learn from one another. ICVA is developing its social media presence and joined Twitter in October. ICVA's messages have been viewed tens of thousands of times and social media plays an important role in providing information and public reassurance.

Our volunteers have made thousands of visits to police custody in 2015. These precious checks to custody ensure that improvements are in place. These improvements range from small changes such as ensuring that a detainee is offered a drink to larger changes like ensuring police custody provides effective healthcare to detained people. ICVA brings these themes together to improve conditions to custody.

ICVA's work, and that of its volunteers, is something to be hugely proud of. On behalf of Management Board, I would like to thank both scheme administrators and volunteers for the crucial work that they conduct. ICVA looks forward to working with you to ensure that we support schemes moving forward and ensure that the information that your volunteers collect is used to best purpose.

**Martyn Underhill**  
Chair, Independent Custody  
Visiting Association

# CHIEF EXECUTIVE

Ian Smith, Chief Executive of ICVA since its inception, retired in spring 2015. Ian's retirement led to an extensive and lengthy recruitment process to find a new Chief Executive who could take ICVA forward. Over 100 candidates applied for the role and the recruitment panel recruited Katie Kempen who took up her new post in late September 2015.

Katie Kempen came to ICVA from a background of ICV work. She briefly ran and later oversaw the ICV Scheme in Surrey under both Surrey Police Authority and the Office of the Police and Crime Commissioner (OPCC) for Surrey. Katie has a background of commissioning voluntary sector organisations and led national work for Police and Crime Commissioners (PCCs) to help victims to cope and recover from crime. Katie brings a wealth of experience working with OPCCs, central government and charities and voluntary organisations to ICVA.

Katie's initial few months included an intensive period of engagement, travelling across the UK to meet scheme administrators, volunteers and stakeholders. Schemes gave Katie some clear messages, which will ensure that ICVA provides value to schemes:

- ICVA should set standards for schemes, but also needs to share the tools and resources to meet these.
- Schemes are willing and waiting to share their resources and support one another.
- ICVA must provide policy support to schemes and raise important issues with national bodies like HMIC and the Home Office.
- ICVA should collate and share the data, themes and issues arising from custody visiting and use them to feed into partnerships like the National Preventative Mechanism (NPM) to push for change.

ICVA and its partners can work together to provide increased value in a time of financial austerity. Together, we can learn from each other, push for change and support each other in our goals to protect vulnerable detainees. ICVA will use this period of engagement to inform and direct ICVA's business plan for the year ahead.

## **THE NATIONAL PREVENTATIVE MECHANISM (NPM)** and the Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).

ICVA is a member of the National Preventative Mechanism (NPM), which was established in March 2009, after the UK ratified the Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT). The NPM brings together a range of bodies that make regular visits to places of detention in order to prevent torture and other ill-treatment.

The NPM must have the powers to:

- regularly examine the treatment of persons deprived of their liberty in all places of detention under the UK's jurisdiction and control;
- make recommendations to relevant authorities with the aim of improving treatment and conditions of persons deprived of their liberty;
- submit proposals and observations on existing or draft legislation.

ICVA is a designated body within the NPM along with its colleagues the Independent Custody Visitors Scotland and the Northern Ireland Policing Board Independent Custody Visiting Scheme.

ICVA conducts an annual self-assessment of compliance with OPCAT requirements and uses this to shape its work.

The NPM has considered isolation and solitary confinement in 2015 and will publish its annual report in December ([www.nationalpreventativemechanism.org.uk](http://www.nationalpreventativemechanism.org.uk)), which will look at this issue in further detail.

ICVA joined the NPM's steering group in November 2015 to represent lay bodies. ICVA will use its role to facilitate decision-making relating to the NPM, to set the strategic direction for coordinated / joint NPM activity and to take part in required project work. This is likely to include the recruitment of a new independent chair in 2016.

ICVA has a valuable role in representing ICV schemes within the NPM. It will develop governance to collect themes, issues and data to feed into the NPM in 2016. It will also contribute to the NPM's wider strategic theme of pathways and transitions.

# TIMES OF CHANGE

## Her Majesty's Inspectorate of Constabulary (HMIC) and Her Majesty's Inspectorate of Prisons (HMIP) inspections of police custody

ICVA and ICV schemes have seen change across 2015 and this is set to continue across the year ahead. A summary of some important changes effecting ICVs are listed below.

Her Majesty's Inspectorate of Constabulary (HMIC) and Her Majesty's Inspectorate of Prisons (HMIP) inspections of police custody. HMIC and HMIP undergo a rolling programme of unannounced inspections of police custody. The primary purpose of the custody inspection programme is to prevent ill treatment of detainees and to improve outcomes from the perspective of the public, detainees and staff. HMIC/P are now reviewing the methodology and expectations for inspections of police custody and have established an Expert Learning Group to support and challenge.

ICVA are a member of the group and have been discussing how the information gathered by ICV schemes may be used in inspections or provide information between inspections. ICVA has provided initial feedback on the draft Expectations document and will work with HMIP to ensure that schemes are well briefed about how ICV schemes will interact with inspections in the future.

## Healthcare and CQC

The Bradley Report recommended that the NHS and police should explore the feasibility of transferring commissioning and budgetary responsibility for healthcare services in police

custody suites. This recommendation aims to bring benefits from integrating the healthcare pathway across the criminal justice system.

NHS England expects to take responsibility for commissioning custodial health services in England by 1 April 2016. This change has some impact on ICVs, some of whom have been asked to collect feedback from detainees of their views of this healthcare. ICVA and the OPCC for Warwickshire have been involved in the consultations for these changes to raise awareness of ICVs and explore how their feedback could or should be used.

The Care Quality Commission (CQC) will be responsible for inspecting custodial healthcare and are now aware of ICVs and their role. The CQC expects to join HMIP and HMIC inspecting custody and ICV schemes will have an opportunity to feed into this process.

ICVA will continue to work with HMIC/P and the CQC as the new processes develop and will advise schemes.

## Police and Crime Commissioner elections

PCCs have responsibility for running ICV schemes in England and Wales. The second election of PCCs will take place in May 2016. ICVA will develop materials explaining ICV schemes and responsibilities to PCCs and candidates. ICVA will also work with the Association of Police and Crime Commissioners (APCC) to ensure that new PCCs are briefed on their role early into their new terms.

# TIMES OF CHANGE

## Communications

ICVA has developed the way that it communicates with schemes in order to be more efficient and effective. ICVA created a twitter account in October 2015 where it routinely tweets about its work and shares information with scheme managers, stakeholders and volunteers. ICVA's tweets have been viewed tens of thousands of times and readers have accessed ICVA's profiles thousands of times, vastly increasing ICVA's communication reach.

ICVA will continue to develop its communication with schemes, reviewing and reforming the way that it works with them to ensure that communication is both effective and efficient.

## Charity status

ICVA has been pursuing charitable status for some time, this new status will provide:

- A positive image.
- The opportunity to attract income from new sources.
- Rigorous governance and finance requirements that ensure transparency and offer reassurance to funders.
- Experienced trustees who can represent and advocate for ICVA.
- Possible tax benefits.

The Chief Executive will take this application forward looking at:

- Governance arrangements and trustees,
- How to work in Scotland and Northern Ireland, and
- Business plans.

## Deaths in Custody

The Home Secretary appointed Dame Elish Angiolini DBE QC to chair an independent review into deaths and serious incidents in police custody. The review will examine the procedures and processes surrounding deaths and serious incidents and the extent to which ethnicity is a factor in such incidents. There will be a particular focus on family involvement and the review will seek to identify areas for improvement and develop recommendations seeking to ensure appropriate, humane institutional treatment when such incidents, particularly death, occur. Review recommendations will consider the safety and welfare of all those in the police custody environment, including detainees and police officers and staff. The aim of the review will be to enhance the safety of the police custody setting for all.

ICVA will offer its services to the review and will keep schemes updated on its progress, facilitating the sharing of information and considering how to implement recommendations.



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SS TO RELEASE



Registration number: 08632556

# THE INDEPENDENT CUSTODY VISITING ASSOCIATION

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015**

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

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# THE INDEPENDENT CUSTODY VISITING ASSOCIATION

## Company Information

Directors	MS Underhill BW McFadyen PW Beaman DJ Hudson NS Hall EM Kelly S Wood S Duffy H E Watson Mrs Natasha Plummer
Registered office	477 Chester Road Manchester Gtr Manchester M16 9HF
Auditors Nairne	Nairne Son & Green Chartered Accountants Statutory Auditor 477 Chester Road Manchester M16 9HF

# INDEPENDENT CUSTODY VISITING ASSOCIATION DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2015

The directors present their report and the financial statements for the year ended 31 March 2015.

## Directors of the company

The directors who held office during the year were as follows:

MS Underhill	
K Downer	(Resigned 29 May 2015)
BW McFadyen	
PW Beaman	
DJ Hudson	
NS Hall	
EM Kelly	
S Wood	
S Duffy	(appointed 20 March 2015)
H E Watson	(appointed 10 February 2015)
P J Brown	(appointed 29 April 2014 and Resigned 15 October 2014)
JH Tate	(Resigned 29 April 2014)
SJ Bryant	(Resigned 29 April 2014)

The following director was appointed after the year end:

Mrs Natasha Plummer (appointed 20 April 2015)

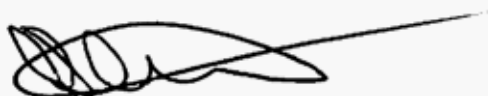
## Disclosure of information to the auditor

Each director has taken steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information. The directors confirm that there is no relevant information that they know of and which they know the auditor is unaware of.

## Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 30 June 2015 and signed on its behalf by:



**MS Underhill**  
Director

## **INDEPENDENT CUSTODY VISITING ASSOCIATION STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDEPENDENT CUSTODY VISITING ASSOCIATION

We have audited the financial statements of Independent Custody Visiting Association for the year ended 31 March 2015, set out on pages 10 to 22. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of directors and auditor

As explained more fully in the Statement of Directors' Responsibilities (set out on page 14), the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including "APB Ethical Standard - Provisions Available for Small Entities (Revised)", in the circumstances set out in note 11 to the financial statements.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report and Financial Statements to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2015 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial period for which the financial statements are prepared is consistent with the financial statements.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDEPENDENT CUSTODY VISITING ASSOCIATION

continued

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the Directors' Report in accordance with the small companies regime.



**Christopher Roberts**  
**BA FCA (Senior Statutory Auditor)**

For and on behalf of Nairne Son & Green Chartered Accountants, Statutory Auditor  
477 Chester Road  
Manchester  
M16 9HF  
6 July 2015



## INDEPENDENT CUSTODY VISITING ASSOCIATION PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

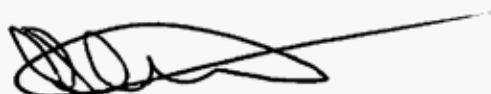
	Note	Year ended 31 March 2015 £	1 August 2013 to 31 March 2014 £
Turnover		36,550	23,182
Cost of sales		<u>(31,448)</u>	<u>(34,823)</u>
Gross profit/(loss)		5,102	(11,641)
Administrative expenses		(143,463)	(95,429)
Other operating income		<u>150,000</u>	<u>103,333</u>
Operating profit/(loss)	2	11,639	(3,737)
Other interest receivable and similar income		<u>25</u>	<u>24</u>
Profit/(loss) on ordinary activities before taxation		11,664	(3,713)
Tax on profit/(loss) on ordinary activities	3	<u>(1,590)</u>	-
Profit/(loss) for the financial year	8	<u><u>10,074</u></u>	<u><u>(3,713)</u></u>

## INDEPENDENT CUSTODY VISITING ASSOCIATION (REGISTRATION NUMBER: 08632556) BALANCE SHEET AT 31 MARCH 2015

		31 March 2015	31 March 2014
	Note	£	£
<b>Fixed assets</b>			
Tangible fixed assets	4	-	275
<b>Current assets</b>			
Debtors	5	2,191	2,616
Cash at bank and in hand		95,931	83,476
		<u>98,122</u>	<u>86,092</u>
Creditors: Amounts falling due within one year	6	(13,276)	(11,595)
Net current assets		<u>84,846</u>	<u>74,497</u>
Net assets		<u><u>84,846</u></u>	<u><u>74,772</u></u>
<b>Capital and reserves</b>			
Profit and loss account	8	84,846	74,772
Shareholders' funds		<u>84,846</u>	<u>74,772</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

Approved and authorised for issue by the Board on 30 June 2015 and signed on its behalf by:



**MS Underhill**  
Director

# INDEPENDENT CUSTODY VISITING ASSOCIATION NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

## 1 Accounting policies

### Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

### Turnover

Turnover represents amounts chargeable, net of value added tax, in respect of the sale of goods and services to customers.

### Government grants

Grant income is recognised when there is reasonable assurance that the company will comply with the grant conditions and the grant will be received.

The grant is recognised as income over the period necessary to match it with the related expenditure it is intended to compensate.

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Office Equipment	33.3% straight line method

### Pensions

The company operates a defined contribution pension scheme. Contributions are recognised in the profit and loss account in the period in which they become payable in accordance with the rules of the scheme.

## 2 Operating profit/(loss)

Operating profit/(loss) is stated after charging:

	Year ended 31 March 2015 £	1 August 2013 to 31 March 2014 £
Auditor's remuneration - The audit of the company's annual accounts	3,013	2,200
Depreciation of tangible fixed assets	275	183
Government grants receivable	(150,000)	(103,333)
	(146,712)	(100,950)

## INDEPENDENT CUSTODY VISITING ASSOCIATION NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015 continued

### 3 Taxation

Tax on profit/(loss) on ordinary activities

	Year ended 31 March 2015 £	1 August 2013 to 31 March 2014 £
Current tax		
Corporation tax charge	1,590	-

### 4 Tangible fixed assets

	Office equipment £	Total £
Cost or valuation		
At 1 April 2014	458	458
Depreciation		
At 1 April 2014	183	183
Charge for the year	275	275
At 31 March 2015	458	458
Net book value		
At 31 March 2015	-	-
At 31 March 2014	275	275

## INDEPENDENT CUSTODY VISITING ASSOCIATION NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015 continued

### 5 Debtors

	31 March 2015	31 March 2014
	£	£
Trade debtors	1,656	2,079
Other debtors	535	537
	<u>2,191</u>	<u>2,616</u>

### 6 Creditors: Amounts falling due within one year

	31 March 2015	31 March 2014
	£	£
Trade creditors	3,102	609
Corporation tax	1,590	-
Other taxes and social security	3,136	2,516
Other creditors	5,448	8,470
	<u>13,276</u>	<u>11,595</u>

### 7 Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

### 8 Reserves

	Profit and loss account	Total
	£	£
At 1 April 2014	74,772	74,772
Profit for the year	10,074	10,074
At 31 March 2015	<u>84,846</u>	<u>84,846</u>

# INDEPENDENT CUSTODY VISITING ASSOCIATION NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015 continued

## 9 Pension schemes

### Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £2,052 (2014 -£1,368).

## 10 Control

The company is controlled by the directors.

## 11 APB Ethical Standards relevant circumstances

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



