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| **1. Leading ICV Schemes** | | | | |
| **Action** | **Deadline** | **Outcome and measure** | | **Update** |
| * 1. Develop a plan for a year-long thematic on detainee dignity in order to equip schemes to recognises and respond to failings on detainee dignity in their area. The plan should include: * National research. * Complementary stakeholder projects. * Plans to deliver guidance, training and conferences. | End of April 2019. | Outcome  Robust, scheme and research informed plan in place to deliver support that schemes require.  Measures   * Desktop research complete. * Stakeholder research complete. * Consultation with scheme managers / National Expert Forum complete. * Plan written and agreed. | | Quarter one update  **COMPLETE**  ICVA has completed an annual plan for the detainee dignity thematic. This includes:   * Consultation with the National Expert Forum and stakeholders. * Bitesize training plans. * A suite of support resources for scheme managers, and * Annual conferences. |
| * 1. Lead an evaluation of the methodologies for independent custody visiting in order to ensure that it is fit for purpose, effective and efficient. In particular: * Consult key stakeholders in proposed evaluation and reforms in order to ensure that they are desirable, feasible and viable. * Arrange a stakeholder visit to understand and evaluate a recent pilot of changes to methodology. * Oversee and support an extension of a local pilot. * If the pilot is successful:   + Support an extension of the pilot to other schemes.   + Evaluate the extended pilot.   + If successful, develop plans and resources to further extend the new methodology across all independent custody visiting. | Quarter one.  Quarter one.  Quarter two.  Quarters two and three.  Quarter four. | Outcome  An evaluated and extended pilot on proposed improvements to independent custody visiting methodology with potential to roll out nationally if successful.  Measures  Full stakeholder engagement programme completed.  Stakeholder fact finding visit complete.  Initial pilot evaluation complete.  Pilot extension and evaluation. | | Quarter one update  On track:   * Consultation with key stakeholders complete. * Derbyshire presented to ICVA’s Board instead of a visit to Derbyshire. The Board agreed to adopt the pilot. * Seven schemes initially joined the pilot; six schemes are currently signed up to continue in the pilot. * ICVA has appointed independent evaluators of the project. * ICVA has delivered a scheme support day for all participating schemes, including train the trainer, initial evaluation and project management. * ICVA has delivered a draft ‘go live’ pack for participating schemes.   Quarter two update  On track:   * Five scheme areas are actively engaged in the pilot (Dyfed Powys, Gloucestershire, Humberside, Leicestershire and Nottinghamshire) supported by Derbyshire who have completed their pilot phase. * All schemes have trained their ICVs. * All schemes have developed arrangements for attaining custody records for review. * All schemes have set up required IT and other logistics. * All schemes have ‘gone live’ and are analysing custody records. * ICVA and Derbyshire OPCC have developed resources to support scheme managers to analyse data and produce oversight reports. * October scheme support day planned to support changes to face-to-face visits. * Evaluation is underway. Schemes are completing a PESTLE analysis, process log and actively engaged with evaluation. * Schemes are supported via fortnightly conference call. |
| * 1. ICVA will be an active stakeholder in national projects regarding police custody.   ICVA work with national stakeholders in order to be aware of any projects or thematic work that will impact independent custody visiting. ICVA will lead and direct schemes as required in order to ensure that independent custody visiting makes meaningful contributions to national projects and work.  Notably, ICVA will:   * Attend and be an active partner in the PACE Strategy Group in order to ensure that independent custody visiting schemes are aware of national work and to prepare schemes for required changes to local practice. * Regularly discuss methodology and expectations and share information and findings with HMICFRS and HMIP in order to ensure that all three organisations are working as effectively as possible. * Attend and be an active partner in the National Custody Forum in order to ensure that independent custody visiting schemes are aware of, and able to respond to forthcoming national priorities and joint working. * Engage with the IOPC in order to keep up to date on current issues in police custody and inform local independent custody visiting schemes of their implications. * Regularly communicate with the policing representatives on the Independent Advisory Board in order to understand national trends and projects and advice local schemes of required changes to respond to them. * Attend the Ministerial Board on Deaths in Custody in order to understand wider trends regarding safety in detention * Work with national charities, organisations and individuals committed to improving detention in order to understand key and future work underway that is relevant to independent custody visiting. * Translate relevant findings into member briefings, guidance, projects and training. | This is an on going, strategic role for ICVA | Outcomes  Schemes are informed of key issues in custody and empowered to respond.  Measures  Briefings shared with schemes.  Custody visiting reports used for national work. | | Quarter one update  On track:   * ICVA attended the April PACE Strategy Board meeting to present on the Independent Custody Observer Pilot (ICOP) and respond to the National Appropriate Adult Network (NAAN) publication ‘There to Help 2’. * ICVA has been in regular contact with the inspectorates and supported the inspection of Devon and Cornwall police custody. * ICVA was not able to attend the National Custody Forum due to a clash with an ICVA event, but has remained in regular contact with the NPCC and contributed to a presentation delivered at the event on women in police custody. * ICVA has engaged with the IOPC and will have a significant article about ICVA and independent custody schemes in the next ‘Learning the Lessons’ document. * ICVA has been in touch with the IAP and Ministerial Board. The Vice Chair attended the recent Ministerial Board on Deaths in Custody and ICVA has briefed the IAP on the ICOP work and research on women in police custody. * ICVA has engaged with NAAN on ‘There to Help 2’, sharing the results with all schemes through its newsletter and including areas of key importance in ICOP. ICVA is also working with the University of Cardiff and NAAN to deliver a free workshop on the Appropriate Adult (AA) safeguard to ICV schemes.   Quarter two update   * ICVA attended the September PACE Strategy meeting and presented on current work. The College of Policing invited the COO to attend a working group on strip and intimate searching to provide a detainee and human rights perspective. * ICVA have consulted HMICFRS and HMIP on the development of ICOP analysis documents and will present at the next joint inspectorate development day. * ICVA has contributed to a National Custody Forum subgroup on custody performance. A new balanced scorecard now includes consideration of detainee dignity and, particularly, use of antirip suits. This will be launched at the next National Custody Forum. * ICVA took part in a detailed consultation by the IOPC on making recommendations and has been invited to present to all regional directors. The IOPC have directed ICVA to ongoing recommendations and learning. ICVA now includes this in its weekly newsletter. * ICVA attended the Prison Reform Trust event on Women in the Criminal Justice System, run by an IAP police custody rep. ICVA has had ongoing dialogue with the IAP, briefing the Chair and reps on ICVA’s new methodology and seeking to understand how this can be applied to the IAP’s future work. * ICVA is due to attend the next Ministerial Board on Deaths in Custody (highly likely to be cancelled if a General Election is called). * ICVA has worked with NAAN to ensure that ICOP provides required data and to share work. * ICVA is an active member in the Criminal Justice Alliance, working with other charities engaged in issues surrounding detention. ICVA presented our work as a panel member in a recent event and has established a relationship with the Prison and Probations Ombudsman. * ICVA were actively involved in the [Subcommittee on Prevention of Torture](https://www.ohchr.org/EN/HRBodies/OPCAT/Pages/Brief.aspx) visit to the UK, taking part in interviews and facilitating an ICV visit to custody. * ICVA has developed and published guidance on responding to high profile arrests and on chairing meetings. ICVA has provided ongoing updates on work and contemporary issues via its weekly newsletter. |
| * 1. Review the first roll out of Quality Assurance Framework in order to establish whether: * The QAF was successful in developing high quality schemes and raising standards of custody visiting. * Whether the QAF can and should replace ICVA’s National Standards. * Whether and how the QAF should be repeated in 2020/21. | End of Q2 | Outcome  A thorough evaluated Quality Assurance scheme and decision on whether to repeat the QAF for the following business year.  Measure  Evaluation complete.  Decision made on QAF for the following year. | | Quarter one update  On track.  The Chief Operating Officer (COO) has developed a research methodology and draft survey, to be implemented in Q2.  Quarter two update  On track:  ICVA has completed a survey for all scheme managers as well as a face-to-face consultation with the National Expert Forum. A report including all feedback has been compiled.  ICVA has invited 2 scheme managers to be part of a review group to consider the feedback in detail and compile a complete list of changes, to be consulted at the 2019 Scheme Managers Conference.  The survey is supportive of ICVA continuing to undertake the QAF in 20/21 with 82% of respondents indicating that they were either quite likely or definitely undertaking the QAF again.  The survey was supportive regarding the positive effects of the process, most notably sharing good practice and benchmarking against other schemes. Comments also received that it forced a review of documents and practices which was positive. A full overview of comments received in free text can be provided if required. |
| * 1. Develop a revised Quality Assurance Framework in order to articulate national standards for good to outstanding independent custody visiting schemes and drive national improvements.   NB, this is contingent on the results of the evaluation of the first QAF. | End of Q4 | Outcome  A robust quality assurance framework that will allow independent custody to understand what good to outstanding looks like and how they can achieve it.  Measure  New Quality Assurance Framework complete and published with corresponding guidance and support documents. | | Quarter one update  Not yet started.  Quarter two update  Underway:  In depth meeting planned with scheme managers in October 2019.  An initial draft of proposed changes will be produced in October 2019.  In depth consultation planned for scheme managers’ conference in November 2019. |
| **2. Supporting ICV Schemes** | | | | |
| **Action** | **Deadline** | **Outcome and measure** | | **Update** |
| 2.1. Provide training resources, maintain the members’ website and give ad hoc advice in order to deliver ongoing support to ICV schemes. | On going throughout the year. | Outcome  Majority of schemes feel supported by ICVA’s services.  Measure  Member survey. | | Quarter one update  On track:   * ICVA has released a five-part distance-learning module on ‘holding the police to account’. This has included four videos, member engagement through the members’ forum and participating schemes produce a policy and process on ‘holding the police to account’. APACE have included reference to this in their OPCC package on holding the police to account. * ICVA has published a bitesize module on ‘introduction to detainee dignity’. * ICVA has produced guidance that explains what the PACE Codes are and what the APP is to scheme managers.   Quarter two update  On track:   * ICVA has published a Bitesize module on the recent changes to PACE Codes and menstrual care / detainee dignity. * ICVA has designed, consulted and published a briefing and checklist for custody visiting schemes at times of High Profile Arrests * ICVA has published an awareness raising briefing on ‘county lines.’ * ICVA has published guidance on chairing meetings at the request of the NEF * ICVA has published a range of blogs and guest blogs on the website. * ICVA has delivered ongoing ad hoc advice to scheme managers. * ICVA has provided bespoke advice to Devon and Cornwall following their inspection of police custody. |
| 2.2. Write and distribute a newsletter at least every two weeks, usually weekly, in order to communicate national work and horizon scanning to schemes | On going throughout the year. | Outcome  Schemes feel informed about national work.  Measure  Member survey. | | Quarter one update  On track:   * ICVA has distributed nine newsletters at the time of writing and plans to distribute ten newsletters in Q1. * The Q1 newsletters have shared work on inspections of custody, resources for detainees who are experiencing their first detention in police custody and inspection of police custody in Scotland. * The Q1 newsletters have shared information from inquests and deaths in custody. They have included a new ‘focus on PACE / APP’ section that outlines and explains relevant elements of these documents, usually responding to queries from scheme managers. * The Q1 newsletters have shared ICVA’s work as part of the NPM, in running ICOP, celebrating the QAF awards and with the new Independent Reviewer of Terrorism Legislation (IRTL).   Quarter two update  On track:   * ICVA has distributed 11 newsletters in Q2, taking a total of 21 newsletters for Q1 and Q2 combined. * The Q2 newsletters have shared learning from inspections (TACT, Glasgow and Devon and Cornwall) as well as inquests, prevention of future death reports and IOPC lessons learned. * The Q2 newsletters have provided guidance on the August changes to PACE Codes, chairing meetings and on high profile arrests. * The Q2 newsletters have updated schemes on the Lay Observers’ Annual Report and the SPT visit. |
| 2.3. Deliver a Scheme Managers’ Conference, themed on detainee dignity, in order to provide briefings on key national issues, professional development and peer support to members. | October 2019 | Outcome  Scheme members feel satisfied that conference has briefed them on important issues, provided professional development and enabled peer support.  Measure  Conference survey. | | Quarter one update  Not yet started.  Quarter two update  On track  The scheme managers’ conference will take place on Wednesday 6 November. This slight delay is in place so that scheme managers can attend the Sheffield Festival of Social Sciences and, within this, a play outlining the findings of the ‘Five Year Study of Good Police Custody’ which outline and illustrate detainee dignity in police cells. The conference also includes a speaker from INQUEST, outlining problems with detainee dignity and how they are reflected in inquests. The conference will also consult on the latest version of the QAF and update scheme managers on ICOP. |
| 2.4. Offer and provide one regional event to each policing region in the UK in order to support local schemes and communicate key issues to ICVs. | To be completed by the end of Q4. | Outcome  Members feel more engaged with ICVA.  Members feel that ICVA is meeting their regional needs.  Measure  Member survey | | Quarter one update  On track:  ICVA have attended events, in response to requests from schemes, in:   * Sussex, * East Midlands, and * East England.   Quarter two update  On track:  ICVA have attended events, in response to requests from schemes in:   * Hampshire. * Essex. |
| 2.5. Deliver four size bite size briefings on different topics relating to detainee dignity for scheme managers to deliver to their ICVs in order to ensure that ICVs are equipped to recognise and respond to key issues on detainee dignity. | To be completed by the end of Q4. | Outcome  Members feel equipped to deliver training on key issues to ICVs.  Measure  Member survey | | Quarter one update  On track:   * ICVA has published a bitesize training module on ‘introduction to detainee dignity’.   Quarter two update  On track:   * ICVA has published a bitesize training module on the recent changes to PACE Codes, dignity and menstrual care. |
| 2.6. Create and deliver two train-the-trainer sessions in order to empower scheme managers to deliver induction / TACT training to ICVs.  NB, one session will definitely take place and the second session will be delivered according to demand. | To be completed by the end of Q4. | Outcome  Members feel equipped to deliver induction to ICVs.  Measure  Member survey | | Quarter one update  On track:  The ‘train the trainer’ induction session is planned for early in Q2 and is fully booked.  Quarter two update  On track:  The ‘train the trainer’ induction session took place in Q2 with 13 attendees. ICVA is maintaining a waiting list to assess demand for a second session. |
| 2.7. Deliver a National Conference, themed on detainee dignity, in order to provide professional development for members and volunteers, thank volunteers and provide briefings on key issues in custody to volunteers and members. | March 2020 | Outcome  Members feel that the conference has delivered professional development.  ICVs feel valued by day.  Measure  Conference survey | | Quarter one update  Not yet started.  Quarter two update  Not yet started, work to begin after the scheme managers’ conference. |
| 2.8. Deliver two training modules on detainee dignity / core scheme management skills in order to equip and empower scheme managers to run effective schemes. | Module one by the end of Q2.  Module two by the end of Q4. | Outcome  Majority of schemes feel supported by ICVA’s services.  Schemes managers feel empowered to recognise and respond to issues around detainee dignity in police custody.  Measure  Member survey.  Feedback survey. | | Quarter one update  On track:   * ICVA has released a five-part distance-learning module on ‘holding the police to account’. This has included four videos, member engagement through the members’ forum and participating schemes produce a policy and process on ‘holding the police to account’. The module included a firm focus on detainee dignity, exploring ICVs’ experiences of responding to detainee needs, OPCC response to improve menstrual care and OPCC response to ensure that custody enshrines detainee dignity.   Quarter two update  On track:   * One module is complete, published and a number of schemes have completed it and produced a process and policy on holding the police to account. * ICVA has started to develop the distance learning induction module, and is on track to deliver this on time. * ICVA has also published guidance on how to chair meetings for ICVs and scheme managers. |
| 2.9. Deliver a thorough ‘scheme manager induction’ module include YouTube tutorials, exercises, reading material and interaction with scheme managers in order to ensure that new scheme managers understand their role and are able to run effective independent custody visiting schemes. | To be completed by the end of Q3. | Outcome  Robust induction for scheme managers in place.  Scheme managers feel equipped to fulfil their role.  Measure  Induction module launched.  Feedback survey. | | Quarter one update  On track:   * ICVA has planned the module, has designed a structure and methodology and is developing this module.   Quarter two update  On track:   * ICVA has started to develop the distance learning induction module, and is on track to deliver this on time. |
| 2.10. Establish a peer-to-peer support network that will provide peer support to every scheme manager in order to enable shared learning and increased performance. | To be completed by the end of Q2. | Outcome  All schemes invited to take place in peer support and allocated peer support network.  Majority of schemes feel supported by ICVA’s services.  Measure  Member survey.  % of scheme managers taking part in buddying / peer support schemes. | | Quarter one update  Not yet started.  Quarter two update  Complete:  ICVA consulted the National Expert Forum on this area who preferred a simple mechanism that can complement ICVA’s existing governance and regional networks.  ICVA has developed a database of around a quarter of scheme managers, sharing contact details and specialist areas and has publicised this with all schemes. This network, provided by volunteers, delivers peer support and facilitates sharing of learning and increased performance. |
| **3. Representing ICV Schemes** | | | | |
| **Action** | **Deadline** | | **Outcome and measure** | **Update** |
| 3.1. Represent the views and findings of independent custody visiting scheme when contributing to national discussions and projects relating to police custody.  ICVA will collate feedback from independent custody visiting schemes and share this with national stakeholders in order to lead change to custody and / or to contribute to national projects.  Notably, ICVA will:   * Present quarterly reports on key findings from schemes at the PACE Strategy Group in order to ensure that national stakeholders are aware of, and able respond to, contemporary issues in police custody. * Share ICV findings with HMICFRS and HMIP in order to ensure that all three organisations are sharing information that allows effectively partnership meeting and monitoring and reporting on similar issues. * Represent the findings of independent custody visiting schemes in the National Custody Forum in order to ensure that the NPCC and national policing network are aware of, and able to respond to, contemporary issues in police custody. * Share high-level findings with the policing representatives on the Independent Advisory Board in order to ensure that they are aware of, and able to respond to, contemporary issues in police custody. * Where relevant and appropriate, share the findings of independent custody visiting schemes in discussions at the Ministerial Board on Deaths in Custody in order to inform current debates on deaths in police custody and wider detention. * Publish a high level quarterly report that outlines key challenges, successes and ICV work in order to deliver transparency and share learning with all national stakeholders. | This is an on going, strategic role for ICVA | | Outcome  Independent custody visiting findings are used as evidence to inform and drive national projects as relevant.  Measure  Reforms instigated / projects shaped by feedback from ICVs. | Quarter one update  On track:   * ICVA attended the April PACE Strategy Board meeting to present on the Independent Custody Observer Pilot (ICOP) and respond to the National Appropriate Adult Network (NAAN) publication ‘There to Help 2’. * ICVA has been in regular contact with the inspectorates and supported the inspection of Devon and Cornwall police custody. * ICVA was not able to attend the National Custody Forum due to a clash with an ICVA event, but has remained in regular contact with the NPCC and contributed to a presentation delivered at the event on women in police custody. * ICVA has engaged with the IOPC and will have a significant article about ICVA and independent custody schemes in the next ‘Learning the Lessons’ document. * ICVA has been in touch with the IAP and Ministerial Board. The Vice Chair attended the recent Ministerial Board on Deaths in Custody and ICVA has briefed the IAP on the ICOP work and research on women in police custody. * ICVA has engaged with NAAN on ‘There to Help 2’, sharing the results with all schemes through its newsletter and including areas of key importance in ICOP. ICVA is also working with the University of Cardiff and NAAN to deliver a free workshop on the Appropriate Adult (AA) safeguard to ICV schemes. * ICVA completed and published its final Q4 stakeholder update and shared it with key stakeholders.   Quarter two update   * ICVA attended the September PACE Strategy meeting and presented on current work. The College of Policing invited the COO to attend a working group on strip and intimate searching to provide a detainee and human rights perspective. * ICVA have consulted HMICFRS and HMIP on the development of ICOP analysis documents and will present at the next joint inspectorate development day. * ICVA has contributed to a National Custody Forum subgroup on custody performance. A new balanced scorecard now includes consideration of detainee dignity and, particularly, use of antirip suits. This will be launched at the next National Custody Forum. * ICVA took part in a detailed consultation by the IOPC on making recommendations and has been invited to present to all regional directors. The IOPC have directed ICVA to ongoing recommendations and learning. ICVA now includes this in its weekly newsletter. * ICVA attended the Prison Reform Trust event on Women in the Criminal Justice System, run by an IAP police custody rep. ICVA has had ongoing dialogue with the IAP, briefing the Chair and reps on ICVA’s new methodology and seeking to understand how this can be applied to the IAP’s future work. * ICVA is due to attend the next Ministerial Board on Deaths in Custody (highly likely to be cancelled if a General Election is called). * ICVA has published a Quarter One update outlining challenges, successes and ICV work and shared this with national stakeholders. |
| 3.2. Attend National Preventive Mechanism business meetings, Steering Group meetings and policing subgroup meetings in order to represent the views and experiences of custody visiting and to communicate key issues back to members. | This is an on going statutory duty for ICVA with two steering group conference calls and two full business meetings and two policing subgroups annually. | | Outcome  ICVA contributed to NPM work and key issues.  Measure  Custody visiting represented in key work by NPM. | Quarter one update  On track   * ICVA attended the April 2019 Business Meeting. * ICVA has been actively engaged in work on the Committee Against Torture work and in preparing for the Subcommittee on Prevention of Torture (SPT) visit. * The NPM has not held a steering group meeting, but the Chief Executive has been actively involved in steering group work. This work has successfully now established an increased and independent NPM budget. * ICVA was unable to attend the policing subgroup, but sent relevant information to the Chair.   Quarter two update  On track   * There have been no NPM meetings in quarter two and limited activity outside of the visit from the SPT and preparation, detailed below. * The annual report for the NPM will be produced in Q3. |
| 3.3. Represent independent custody visiting and monitoring police detention as part of the SPT visit to the UK in order to ensure that monitoring police detention is well represented to the United Nations. | Anticipated to be the second half of 2019. | | Outcome  Independent monitoring of police custody and its findings are represented to UN SPT.  Measure  Activities engaged with. | Quarter one update  On track  Chief Operating Officer, (COO), is attending relevant briefings for SPT visit early in Q2.  Quarter two update  On track   * COO contributed to the compilation of reports/briefings for the NPM in preparation to the SPT visit. * COO designed a briefing regarding the upcoming visit for directors/stakeholder use, shared by the NPM to other members. * COO attended the opening meeting with the SPT. * COO organised and accompanied the SPT on a custody visit, including preparation work, the visit and a strategic meeting with the SPT regarding ICVA monitoring and prevention work. * COO attended the closing meeting with the SPT. |
| 3.4. Represent members in regular meetings with the Home Office presenting questions, issues or challenges from members, attaining appropriate responses and communicating this with members in order to ensure that custody visiting is appropriately represented with the Home Office. | On going throughout the year. | | Outcome  Home Office are confident that ICVA are delivering on workplan.  Schemes are able to raise issues with Home Office.  Measure  Qualitative feedback from the Home Office.  Ongoing feedback reports completed.  Issues raised with Home Office from schemes. | Quarter one update  On track:   * ICVA attended a meeting to report on Q4 work from 2018/19. * ICVA will attend a meeting to report on Q1 for 2019/20 in July. * ICVA has signed a grant agreement for 2019/20.   Quarter two update  On track:   * ICVA attended a meeting to report on Q1 progress in July 2019, with the Home Office happy with ICVA’s progress. * ICVA will attend a meeting to report on Q2 progress in October 2019. |
| 3.5. Develop and deliver communications that explain and promote the role of independent custody visiting in order to ensure that PCC candidates are aware of their statutory duties, ICVA’s role and the benefits of the system. | By end of Q4 | | Outcome  PCC candidates aware of independent custody visiting role and duties.  Measure  Impressions, engagement and contacts with candidates.  Proportion of schemes using ICVA products for candidate briefings. | Quarter one update  Not yet started.  Quarter two update  On track.  ICVA have developed a written briefing for PCC candidates, completed filming for videos and is in the process of editing videos before starting to share election communications in October 2019. |
| 3.6. Represent and promote schemes within the networks in which they work including PCC networks, other authorities and the Chief Executive network. We will celebrate and promote the success of schemes through awarding achievement under the Quality Assurance Framework. | On going throughout the year. | | Outcome  Stakeholders are aware of custody visiting and value it.  Measure  Number of engagements completed. | Quarter one update  On track:   * ICVA led a successful communications campaign surrounding the Quality Assurance Framework (QAF) awards. This included:   + A press release template, used by many schemes to issue local press releases and secure local news coverage.   + Professional photos for use by OPCCs.   + Online engagement via social media and a blog.   + An article in the PCC ‘red box briefing’.   + Considerable APCC coverage on social media about the awards and the event.   Quarter two update  On track:   * An ICOP scheme has published an article on the pilot in the APCC ‘red box briefing’. * ICVA has established an ongoing relationship with APACE and been invited to their six monthly meetings. * ICVA’s Chief Executive is organising an update and planning meeting with the APCC staff in preparation for PCC elections and forthcoming work programme. |
| **4. Internal** | | | | |
| **Action** | **Deadline** | | **Outcome and measure** | **Update** |
| 4.1. ICVA will prepare and take part in the Comprehensive Spending Review in order to agree grant funding proposals for the year ahead. | Q2 | | Outcome  ICVA’s Board has the correct mix of skills included within it.  Measure  All required skills met in skills audit. | Quarter one update  On track:  The Home Office is recommending that ICVA maintains its grant of £110,000 through the next spending period. ICVA has delivered all required information and has highlighted the state’s responsibility to resource ICVA.  The Treasurer, COO and Chief Executive are developing a three-year financial plan and budget consultation to go to the October Board meeting.  Quarter two update  On track:  The Home Office has invited the Chief Executive and Treasurer to a November meeting to be brief ICVA on CSR plans and explore opportunities for growth. |
| 4.2. Meeting ICVA’s requirements under Companies House and the Home Office grant agreement in order to ensure a well-run organisation. | Ongoing throughout the year. | | Outcome  ICVA is compliant with Companies House requirements.  Measure  Companies House requirements and page up-to-date. | Quarter one  Not yet required – ICVA will provide its confirmation statement once the AGM is complete.  ICVA will provide financial reports once the audit is complete.  Quarter two update  On track:  Blandy and Blandy updated Companies House with ICVA’s Revised Articles of Association, as required by law.  ICVA’s Company Secretary updated ICVA’s Confirmation Statement as required by 31 July 2019.  ICVA’s Company Secretary updated ICVA’s director details following ICVA’s AGM.  ICVA must upload ICVA’s accounts by 31 December 2019 and is on track to do so. |
| 4.3. ICVA’s Board will review its membership and put plans in place to prepare for likely turnover due to PCC elections in order to ensure that the Board is resilient across the period of change. | Review by the end of Q2.  Resiliency plans in place by the end of Q3. | | Outcome  ICVA’s Board is resilient to change across the election period and ready to support schemes following the election.  Measure  Review undertaken, plans agreed and put into place. | Quarter one update  On track  ICVA membership plans are in developments, due to go to the Board in October.  ICVA has recruiting new directors and implementing changes to Articles in order for the Board to remain resilient across PCC elections.  Quarter two update  On track  ICVA has recruited a number of new directors to provide a robust board over the election period.  ICVA is due to elect a Chair and Vice Chair to July 2019 in its October Board meeting.  ICVA is developing a membership offer in line with annual business planning processes. |