



# THE INDEPENDENT CUSTODY VISITING ASSOCIATION

## CHAIR RECRUITMENT PACK 2022

# MESSAGE FROM THE OUTGOING CHAIR



## **Thank you for your interest in the Independent Custody Visiting Association (ICVA) and the Role of Chair of the Board of Directors.**

The Chair of ICVA holds a unique role overseeing the Board of a small but mighty not-for-profit organisation. Independent custody visiting is an important part of monitoring police detention and represents the most frequent oversight into police custody in the UK. ICVA is an active member of the UK National Preventative Mechanism, occupying a pivotal role in assisting the UK government in upholding its international human rights obligations.

I have been delighted to be ICVA's Chair since 2014 over which time ICVA officers and the Board of Directors have overhauled ICVA's membership offer, delivered new and exciting resources for schemes, changed legislation to protect detainee dignity and overseen monitoring across a pandemic. It has been a huge honour to lead ICVA and only made possible by the commitment and effectiveness of schemes and volunteers.

It is now time for me to step down as ICVA's Chair. The incoming Chair of ICVA will work closely with the board and CEO to set ICVA's strategic direction, continue to grow the influence of the organisation and seek novel and innovative means to protect the rights and entitlements of detainees in police custody. This is an exciting opportunity for someone to help shape ICVA's future and is a wide ranging and fascinating role for the right person.

For more information, please visit [www.icva.org.uk](http://www.icva.org.uk) and follow us @custodyvisiting.

Thank you again for taking an interest in hearing more about the position of ICVA's new Chair of the Board.

We look forward to hearing from you.

Martyn Underhill  
Chair, May 2022

# OUR ROLE AND PURPOSE



**ICVA works closely with police and crime commissioners, government, and criminal justice organisations to:**

- **Lead, support and represent independent custody visiting schemes in the United Kingdom, ensuring best practice is disseminated and that areas of good practice and causes for concern arising in custody are proactively shared nationally.**
- **Promote the wellbeing and effective care of detainees in police custody in the UK, ensuring that all detainees are treated with fairness and dignity.**
- **We are members of the UK National Preventive Mechanism (UKNPM) to represent monitoring of police custody as part of State duty under the Optional Protocol against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) - an international human rights treaty, ratified in the UK in 2003.**

## Governance and Finance

ICVA is a not-for-profit company limited by guarantee. It is currently chaired by Martyn Underhill, former Police and Crime Commissioner for Dorset and has 11 other members of the Board. As a membership organisation, ICVA keeps its members at the heart of all decision making. Therefore, ICVA members make up the majority of the Board with external directors bringing additional specialist skills to the Board.

ICVA is currently funded by a grant from the Home Office and membership fees from Police and Crime Commissioners and Policing Authorities such as the Scottish Policing Authority, City of London, and the Northern Ireland Policing Board.

There are over 1,300 volunteers who make unannounced monitoring visits to police custody in the UK, managed locally by ICVA members and who undertake fantastic work checking on the rights, entitlements, and wellbeing of those detained in police custody.

ICVA currently has two members of staff, the Chief Executive Officer, and the Chief Operating Officer.

## ROLE DETAILS

<b>Remuneration:</b>	<p>In recognition of the position, and the time that will be incurred, an annual honorarium of £4,000 will be made available to the Chair, provided they are not already paid from the public purse.</p> <p>Reasonable expenses for travel/accommodation or subsistence may be claimed in line with ICVA policy.</p>
<b>Location:</b>	<p>Primarily remote, with travel to locations within the UK on occasion.</p>
<b>Tenure</b>	<p>This post is advertised for a term of three years. However, by mutual agreement between the Board and the Chair, this term could be extended to a maximum of two terms (6 years)</p>
<b>Time Commitment:</b>	<p>12 days per year. This includes at least four Board meetings per year. The Chair is also expected to have regular meetings and contact with the CEO. The Chair will need to liaise with other board members and may be required to attend ad hoc meetings on occasion.</p>
<b>Background:</b>	<p>Previous experience as a strategic leader and experience as a Chair/Director/Trustee of a charity or not-for-profit organisation is considered essential. A general background in monitoring/police detention, strategy, governance, and fundraising would be desirable.</p>

# JOB DESCRIPTION

The Chair will hold the Board and ICVA officers to account for the organisation's mission, vision and values providing inclusive leadership to the ICVA Board, ensuring each Board member fulfils their duties and responsibilities for the organisation. The Chair will also line manage and support the Chief Executive Officer (CEO) providing challenge where appropriate to ensure that ICVA functions as a team and that all agreed objectives are achieved.

The Chair will be expected to line manage the fellow Board members and ensure their Continuous Professional Development.

As with all Board members, the ICVA Chair will act as an ambassador for the organisation and detainee welfare in police custody in the UK, leading, representing and promoting the organisation and its membership as appropriate.

## Principle Responsibilities

### Strategic Leadership

- Provide leadership to ICVA and its Board, ensuring that the organisation has a maximum impact for its members, stakeholders, and detainees in police custody.
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the organisation.
- Ensure that ICVA pursues its objects as defined in its Articles of Association and relevant legislation/regulations.
- Ensure that ICVA's policies are relevant and reviewed/updated in line with ICVA's Home Office grant agreement.
- Ensure that the Board provides a clear strategic direction for the organisation and actively seeks out development opportunities, making decisions which lead to actions furthering the aims and objectives of ICVA.
- Ensures that the Board regularly reviews risks and opportunities and satisfies itself that opportunities are maximised, and risks effectively mitigated.
- Ensure that the Board has systems of governance for monitoring the quality of ICVA's work and the sound financial health of the organisation, to include effective accountability and fiscal transparency.

# Principle Responsibilities continued

## Governance

- Ensure that governance arrangements are working effectively for ICVA, and that transparency is upheld/maintained in all organisational activities.
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge, and experience, whilst maintaining a member majority of Directors.
- Approve the annual cycle of board meetings, meeting agendas, chair and facilitate meetings and monitor decisions taken and their implementation.
- Maintain careful oversight of any risk to the reputation of the organisation and/or the financial standing of the organisation.

## Relationship with the CEO and ICVA officers

- Establish a strong, effective, and constructive relationship with the CEO, ensuring that they are held to account for achieving the organisational business plan.
- Ensure regular contact with the CEO and develop and maintain an open relationship in which each can openly speak of any concerns, challenges and opportunities whilst respecting the boundaries of the two roles.
- Liaise regularly with the CEO to maintain an effective overview of the strategy, governance, finance, and quality of ICVA's work.
- Conduct line management functions for the role of CEO, including an annual appraisal.
- Support the CEO as appropriate and required with the management of ICVA officers.

## Efficiency and Effectiveness

- Chair meetings of the Board effectively and efficiently, bringing independence, impartiality, and objectivity to the decision-making process.
- Ensure that Board members are all engaged, and that decisions are taken in the best, long-term interests of the organisation with collective ownership.
- Work closely with the CEO to give direction to Board decision making and ensure that meetings are well planned, effective, and meaningful
- Working with the Board, monitoring Board decisions and scrutinising activity to make sure actions are implemented.

## External Relations

- Maintain strategic relationships with Ministers, the Home Office and Treasury, as well as MP's and Parliament
- Maintain strategic relationships with Police and Crime Commissioners, the Association of Police and Crime Commissioners, Chief Constables, and the National Police Chiefs Council, as well as other key stakeholders.
- Act as an ambassador for the prevention of ill treatment of detainees in police custody and ICVA as an organisation.
- In conjunction with the CEO, act as a spokesperson for the organisation where appropriate and in line with ICVA's objectives.
- Represent ICVA's members and the organisation at external functions, meetings, and events.

# PERSON SPECIFICATION

## Personal Qualities

- Demonstrate a strong and visible passion and commitment to ICVA, its strategic objectives and cause.
- Personal gravitas to provide strong leaderships whilst adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Demonstrate tact and diplomacy, with the willingness to listen but also to challenge where necessary.
- Good independent judgement, and the ability to reflect the views of all ICVA's members, regardless of political affiliation, effectively and fairly.
- Strong networking abilities that can be utilised for the benefit of ICVA.
- Ability to foster and promote a collaborative team environment and respect the confidences of colleagues.
- Able to demonstrate strong integrity, compliance with the Nolan Principles and strong evidence of transparency.

## Experience

### Essential

- Significant experience of non-profit governance as a Chair or member of a Board of Directors/Trustees.
- Significant experience of chairing meetings and representing a national organisation.
- Significant experience of operating at a senior strategic leadership level of an organisation.
- Significant experience of leading strategic transformation, leading to meaningful, sustainable outcomes.
- Experience of fundraising/income generation and/or experience of managing or overseeing a significant budget.

### Desirable

- Experience of monitoring places of detention
- Experience of leading a team or an organisation.
- Experience of delivering/managing system change.
- Experience of performance management of a team/board.

## Knowledge and Skills

### Essential

- Knowledge of issues facing organisations in the not-for-profit section, those working in Criminal Justice.
- Knowledge of member organisations and how to lobby effectively cross-party.
- Knowledge of policing, in particular the issues pertaining to police custody in the UK.
- Proven ability to lead on strategic direction for a not-for-profit organisation.

### Desirable

- Knowledge of domestic and international detention monitoring standards.
- Knowledge of the role of Policing Bodies in the UK.
- Ability to support a CEO to develop organisational strategic direction.

## HOW TO APPLY

Please send your CV and a covering letter outlining your suitability for the role as per the person specification to [info@icva.org.uk](mailto:info@icva.org.uk), clearly marking your application as being for the role of Chair in the subject line.

Please ensure your covering letter is no more than 2 sides of A4.

The closing date for applications is: midnight, 30th June 2022.

Interviews will be scheduled for the Monday, 11th July 2022.

Good luck, and we look forward to hearing from you.

