

## National Expert Forum – Terms of Reference



### Context

The Independent Custody Visiting Association (ICVA) is a Company Limited by Guarantee with the following objects in place:

- (a) the relief of distress among persons who are held in custody in the United Kingdom and elsewhere by developing and promoting the efficient and effective provision of custody visiting; and
- (b) to advance the education of the public in matters and issues concerning the rights, health and wellbeing, and the conditions of facilities, of persons who are held in custody in the United Kingdom and elsewhere.

The National Expert Forum seeks to provide advice to the Board of Directors from an operational angle and to undertake workstreams as directed by the Board.

### Aims

#### Vision

ICVA's vision is:

ICVA's vision is that detainees are treated fairly, with dignity and free from ill treatment.

#### Mission

ICVA's mission is:

"Leads, supports and represents Independent Custody Visiting schemes to be effective, ensure the welfare of detainees and to deliver oversight of police custody."

#### Purpose

The purpose of the National Expert Forum is to deliver shared work and projects, to provide the Board with practical advice, to raise trends and issues to be taken up nationally and to seek strategic sign off for amends to existing protocols.

### Objectives

The objectives of the National Expert Forum are:

- To consider operational matters regarding delivery of schemes, both successes and challenges.
- To report to the Board in terms of themes, feedback from ICVA activities and reporting on best practice.
- To escalate issues of concern to the Board for further consideration.
- To suggest areas for service improvement, both in schemes and ICVA.
- To provide feedback on ICVAs project activities and usefulness thereof.
- To assist with the delivery of ICVAs business plan, as directed by the Board.

- To assist with development of appropriate policies and procedures for ICVA that are effective, robust and transparent.
- To recognise diverse strengths and needs and to promote equality through all services and internal processes.

### **Scope**

The National Expert Forum (NEF) will work hand-in-hand with ICVA's Board of Directors, providing a golden thread through the work of the two groups. The NEF will have no less than 3 members who also sit on the board as member directors. The NEF will assist by providing consultation on the annual business plan, subscriptions and other decisions relevant to custody visiting, and will give the Board feedback to inform strategic planning. The NEF will assist to deliver the business plan with the Board. In order to meet this objective, regional representatives commit to sharing information with their regions and collating responses for discussion at meetings each quarter.

### **Values**

The National Expert Forum will ensure that all members adhere to ICVA's values. These are:

- INDEPENDENCE - Without bias, impartial.
- HUMAN RIGHTS – Promotes and protects.
- RESPECT – Championing equality and diversity, dignity.
- IMPACT – Committed to real change.
- PARTNERSHIP – Working collaboratively to prevent ill treatment.

### **National Expert Forum meetings**

- The Board will set an annual cycle of meetings where agendas will reflect and support ICVA's business processes with NEF meetings being scheduled to fit this cycle.
- NEF meetings will take place quarterly, following the close of each quarter.
- Regional representatives will collate and submit quarterly returns to ICVA at, or shortly after, each quarter end.
- Regional representatives will share the agenda and papers for the meeting prior to the meeting and seek feedback from the region on any papers.
- The minutes of the NEF meetings will be shared with both the board and ICVA's members via their regional representative NEF member.

### **National Expert Forum composition**

- Each region should be represented at the NEF the minimum of a regional rep from:
  - City of London
  - Eastern
  - East Midlands
  - MOPAC
  - North East
  - North West and North Wales

Northern Ireland  
Scotland  
South East  
South West  
Wales  
West Midlands  
Yorkshire and Humberside

- The NEF should not consist of more than 15 members to ensure effectiveness.

**Review and revision**

The National Expert Forum will review these terms of reference on at least an bi-annual basis. The Board may amend the document providing any amendments are in line with ICVA's Articles of Association.