

## Appendix 1

# INDEPENDENT CUSTODY VISITING DELIVERY PLAN

## SUMMARY

### PHASE 1. Research and Analysis

March – April

- Correlation of the 2<sup>nd</sup> round of Questionnaire responses
- Review and analysis of findings.
- Formally involve the MPS: open discussions with Commander Steve Roberts.
- Assess the use of ID cards and consult on a desired format
- Begin the task of collecting ICV report forms.
- Analyse content of the various reports and begin drafting a standard ICV report form.

### PHASE 2. Pilot, Policies and Recommendations

April – May

- Pilot standard report forms
- Pilot ID cards
- Recruitment procedures and processes (ICV).
- Outline infrastructure and implications of recruitment strategy (contracts of employment, Admin).
- Identify and discuss the publicity campaign: a dual approach (London wide/ with targeted local emphasis)
- Discuss database and systems needed to facilitate and support publicity campaign
- Complaints procedures and termination of membership.
- Terms of reference for ICV
- Budget & costing of proposals: staffing & resources
- Training – frequency, content, timing,
- Develop ICV information wallet
- Meet with ICVA and all the panel Chairs in early April to emphasise the partnership approach
- Present outline recommendations to CDO
- **Decision made on the above recommendations.**

### **PHASE 3.**

#### **Publicity campaign and promotion**

May – June – July

- Campaign to commence from the middle of April 2001
- Publicity budget outline
- Develop marketing & publicity Plan
- Produce newsletter (It may be possible to produce letter at the end of phase 1)
- Implement publicity drive (infrastructure will already be established to facilitate this See phase 2)
- Launch of ICV in London

### **PHASE 4.**

#### **Implementation**

June – July – August

- Standard report forms are accepted by CDO and disseminated for local panel use.
- MPA has direct involvement in approved training material which bears the MPA LOGO
- Selection of new ICV; The process begins (framework and structure is put in place during phase 2).
- Guidance on bidding parameters is drawn up, consulted on and sent out to local panels.
  - Unit costs and banding agreed
  - Salary banding is agreed
- Implement procedures for feedback to members on issues arising from IC Visits.
- Standardisation of annual plan/report