

**ICV Review Implementation programme 4<sup>th</sup> Progress Report (August 16th 2005)**  
**(Changes since last report are shaded)**

No.	Topic	Terms of Reference	Progress
1	ICV Database	Collect ICV data from panels Populate database	Visitor database up and running. On target to have 50% of all ICVs on the database by 1 <sup>st</sup> September.
2.	Visit Reports Database	To introduce ICVA visit report form	ICV leads identified.
		To construct visit database	Priority given to Visitors database at present.
3.	Security	Review existing levels of visitor vetting (Borough or corporate)	Meeting with MPA, ICVs, CD and MPS Personal Security Group (Vetting) held on 29 July 2005. Substantial agreement reached on: <ul style="list-style-type: none"> <li>1. vetting levels and procedures</li> <li>2. ICV access to police stations</li> <li>3. ID cards for ICVs (in addition to MPS pass)</li> <li>4. vetting form</li> </ul>
		Photo-pass: levels of access	See above.
		Production of photo pass	To be addressed when above work in relation to passes has been completed.
5.	Visitor handbook	Role of ICV; visitor agreement; 6 month probation; performance appraisal; renewal or removal of accreditation; visit check list	Handbook now being prepared in two parts: the "volunteer agreement" and the "code of conduct for custody visits" . MPA is leading on part 1; ICVs are leading on part 2. Source materials for both parts have been collected.

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6.	Scheme Management	<p>6.1 to put forward models for structure and management of local panels including:</p> <ul style="list-style-type: none"> <li>• “Ian Smith model”</li> <li>• Status quo</li> <li>• “3<sup>rd</sup> way” (evolving MPA model)</li> <li>• SLAs for administration arrangements for local panels</li> </ul>	<p>Three new central MPA staff members have been appointed – one Manager and two Coordinators.</p> <p>SLAs for administrative support are being tried out by a number of Panels.</p> <p>All ICV Chairs and administrators will continue to meet with MPA quarterly, with review after 4 more meetings</p> <p>Assistance offered to ICVP Chair reps. on Programme Board</p>
		6.2 To review relationships between ICVPs and CPCGs, Appropriate Adults etc	Scheduled for “Later”. No action taken as yet.
		6.3 Review distribution of funding between panels (equity)	Comparative information on custody provision and MPA expenditure on ICVPs now available for analysis.
7.	Change monitoring/ early warning	<p>Monitoring trends in the wider environment of custody issues</p> <ul style="list-style-type: none"> <li>• e.g. changing nature of detainees</li> <li>• nature of future custody provision</li> </ul>	<p>A ‘later’ priority.</p> <p>Meeting arranged on 1<sup>st</sup> September between MPA and Home Office Minister regarding immigration detainees in police custody</p>
8.	Protocols for special cases	<ol style="list-style-type: none"> <li>1. Death in custody &amp; ‘near miss’</li> <li>2. Custody visits to hospitals</li> <li>3. Mobile custody suites</li> <li>4. High profile detainees</li> <li>5. Access to custody</li> <li>6. Detainees held under anti-terrorism law</li> <li>7. Opening and closing of custody suites</li> </ol>	<p>ICV leads have met with Custody Directorate to discuss protocols. Substantial progress has been made.</p>

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9.	Recruitment	9.1 Identify most seriously affected Panels and address their needs  9.2 Advertising/promotion [London-wide template – local customisation]  9.3 Other recruitment materials  9.4 Improve retention	Details of Newham ICVP's successful recruitment advertising campaign have been circulated to all Panels. MPA is considering how best to source London-wide recruitment advertising.  Confirmation given that Visitors may visit outside their home Borough, if accompanied by ICV from host Panel.  "Six year rule" scrapped; also upper age limit, subject to medical declaration after age 75.
10	Marketing	10.1 Raising awareness of the Scheme  10.2 Liaison with Peter Stenning's new custody group  10.3 'MPA Volunteer' or 'ICV' branding	ICV lead identified.  No further action taken yet. Not yet clear what will happen to this following Peter Stenning's departure from CD.  Research underway into using coloured lanyards for photo passes
11	Investing in Volunteering	Adopt Volunteer Management Model	Recommend change of priority from "Now" to "Later" because this will be the responsibility of the in-coming Scheme Manager, after endorsement by the Programme Board. ICV lead identified.
12	Second Annual Conference	To plan the conference	Programme Board has confirmed that there will be annual conferences. Four ICVs (Avril Jones, Peter Tihanyi, Len Clark, Bernard Hanks) have volunteered to join planning group, which will meet for the first time in September.
13	Quality Assurance for ICV Panels	To maintain standards and spread good practice between Panels by means of peer review.	To set up a system for peer review of Panels. No action taken yet.

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14	Visitor accreditation	To review and overhaul the process of accrediting (and de-accrediting) ICVs	<p>A need has been identified, arising out of circumstances in one Panel, for a formal volunteer agreement to govern de-accreditation process among other things.</p> <p>Draft of disciplinary procedure for Panels has been drawn up by Bromley ICVP and MPA and circulated for discussion.</p>
15.	Support for Panel Chairs	To codify competences expected of, and terms of references for, Panel Chairs	Feedback from training in Chairing skills very positive, and more sessions will be offered – open to any ICV who is interested.
16.	ICV Training Programme	To implement the training schedule by setting up annual programme of training	Dates and venues are being set for basic training sessions over the next 12 months.
17.	Health and Safety	To review all aspects of Health & Safety involved in custody visiting, including the provision of insurance for ICVs	<p>MPA's insurance policy details circulated to all ICV Panels. Further details of cover and benefits are being sought.</p> <p>MPS have been asked what insurance cover they have for their volunteers.</p> <p>ICVA being asked for advice on how other Police Authorities insure their ICVs.</p>