

DECISION NUMBER: PCCG-2015-016

OFFICE OF THE POLICE & CRIME COMMISSIONER FOR GWENT

**MINUTES OF A MEETING OF INDEPENDENT CUSTODY VISITORS
HELD AT POLICE HEADQUARTERS, CROESYCEILIOG, CWMBRAN
ON 18th FEBRUARY 2015**

Present: Mr Justin Johnstone (Chair)
Mr Arthur Elliott
Mr Anthony Angell
Ms Ivy Forkin
Mr Eric Smith
Mr John Thomas
Mr Brian Thomas

Also in attendance: Mrs Siân Curley (Scheme Manager)
Miss Jessica Tippins (Assistant Scheme Administrator)
Inspector Dave Stroud (Custody Inspector)

Apologies were received from the Deputy Police and Crime Commissioner Paul Harris, Mrs Maria Chapman, Inspector Clive Elliott and Ms Julie Morgan.

The meeting commenced at 3.00 p.m.

Action

MINUTES OF MEETING HELD ON 11TH NOVEMBER 2014

1. Mr Johnstone welcomed the new Assistant Scheme Administrator, Jessica Tippins.

The minutes were agreed to be an accurate record.

OPCC UPDATE

2. Mrs Siân Curley (SC) provided the group with the OPCC update.

We were informed that the new Connect Gwent Victims' Hub Coordinator, Helen Whewell, had taken up her role. The Victims' Hub would be based at Blackwood Police station and would be a central hub for partner organisations to provide support and assistance to Victims. Users of the Hub would be given a reference number which would allow them to access updates on their query. The official launch of the Connect Gwent Victims' Hub would take place on the 28th May with Baroness Newlove attending.

SC also updated the group that the Commissioner's 2015/16 Partnership Fund had opened for applications. Organisations would be able to bid for a share of £150,000, money which was collated through Proceeds of Crime. In order to be successful in their bid, the organisation would need to demonstrate how the proposed project would meet the Commissioner's priorities. The application process would close on 6th March 2015.

SC went on to inform the group that the Chief Constable for Gwent Police has created an Ethics Committee to demonstrate how he is embedding the Code of Ethics into Gwent Police. The committee would be made up of individuals who were unsuccessful in becoming Independent Advisory Group members or Gross Misconduct Panel members. The committee would be used to discuss ethical issues from a public perspective. Training for this took place on the 2nd February and was run by the Deputy Chief Constable, Staff Officer Carl Williams and the Head of Professional Standards.

Finally, the group were made aware that the Precept had been agreed by the Police and Crime Panel at 3.99%.

CUSTODY UPDATE

3. Inspector Dave Stroud (DS) made the group aware of the changes which would affect the Custody unit as a result of the re-structuring plans. Both Custody units at Newport Central and Ystrad Mynach would remain open and fully functional 24/7. There would be a change to a 4 on - 4 off shift pattern with staff working 12 hour shifts. There would also be the loss of 7 Sergeants, so that on each shift there would be 2 Custody Sergeants and 3 CDOs'. The transitional period into this new re-structure would take place on the 6th April 2015. One member of the group queried what the new shift change-over times would be and would they impact the Custody Visitors planned visits. DS confirmed the new change-over times would be 7am and 7pm so visits would not be affected.

A number of ICVs praised the work of CDOs' Evans and Gidet (who are based at Ystrad Mynach Custody suite) for their good work.

DS also raised that he had taken over as Temporary Custody Inspector because Inspector Clive Elliott had left the role. There would also be a new Case and Custody Officer at each Custody Suite. Newport Central's would be Inspector Micah Hassel and Ystrad Mynach's would be Inspector Mark Smith.

A number of ICVA members raised issues regarding gaining immediate access to Custody suites. DS confirmed he would **DS**

raise these issues with all Custody Sergeants.

Justin Johnstone (JJ) queried if the new CDOs would be aware of the ICVA members and their roles. DS confirmed that this topic was included in the training programme for new CDOs, but said that he would double check to ensure all are aware. DS also made the group aware that because of a number of recent issues regarding Angina and heart attacks with detainees, all new CDOs would also be trained in administering oxygen. **DS**

The subject matter of cell buzzers at Ystrad Mynach was raised by Eric Smith (ES). DS confirmed that the Head of Estates had looked at the system and that the Head of CJD had commissioned work for the buzzers, which would begin in shortly. DS agreed to update the group on progress around this matter at the next meeting. **DS**

SCHEME UPDATE

4. SC brought the groups attention to 1.2 on the Scheme update. The timeframe for the new ICVA member recruitment drive would most likely take place in March 2015, not July 2015. Ivy Forkin (IF) asked if it could be taken into consideration recruiting more diverse members such as more women or members from ethnic minorities. SC confirmed this would be taken into account during the recruitment process.

SC also commented on 4.7 regarding whether ICVs were happy with the format of report forms. JJ commented that there was no place to write the total number of juveniles visited like there is for adults on the report form. SC did offer the group the option of holding a task and finish group to discuss areas for improvement. The group agreed that they would continue to do this at the usual ICVA meetings. SC also reminded the group to ask to see custody records and to ensure all areas on the form is completed including a signature from the Custody Sergeant before returning the reports to the OPCC. IF asked if only the Custody Sergeant should sign the report forms. SC confirmed that either a CDO or the Custody Sergeant can do this.

SC made the group aware of the new Performance Framework which had been created to record feedback from the ICVA members visits to Custody units. It was confirmed that a copy of the new performance framework would be sent out with the minutes of the meeting. **JT**

Finally, SC raised the issue of training to the members. It was asked if, alongside the annual training session, members would like additional training sessions to take place before the

quarterly ICVA meetings, with the topic of the training being decided by the members. ICVs asked that a list of the current training modules would be sent out to all members for their consideration. The group agreed that they would like the first of these training sessions to be based around 'appropriate adults' on the 11th May 2015. **MC**
MC

ANY OTHER BUSINESS

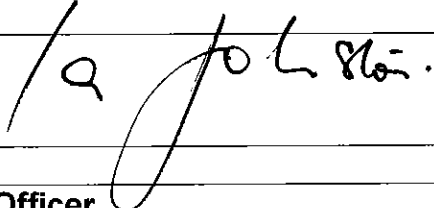
5. AA asked if there was any way members could be informed when Gwent Police pay the expenses into their bank accounts such as an email or letter. SC confirmed she would query this with the Finance department. **SC**

DATE OF NEXT MEETING

6. The next meeting is scheduled to take place at 3pm on 11th May 2015 in Conference Room 1 at Police Headquarters.

Following the meeting AA, asked if a 'notes of guidance/ aide memoire' could be attached the report forms. **JT**

Meeting concluded at 4.03pm

Ian Johnston QPM, Police and Crime Commissioner for Gwent	
I have monitored the Independent Custody Scheme minutes as per my statutory responsibility under the Police Reform and Social Responsibility Act 2011 and am satisfied with progress.	
Signed 	Date 13. 3. 15

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Background papers	None