

OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR GWENT

INDEPENDENT CUSTODY VISITING SCHEME

TERMS OF REFERENCE

Purpose

The Independent Custody Visiting (ICV) Scheme meetings provide an opportunity for the Police and Crime Commissioner to meet his legal requirement under The Police Reform Act 2002 (the Act) and to reassure the public on the safety, security and welfare of people detained in custody. The meetings afford the Visitors and the Scheme Manager the chance to provide positive feedback or to address issues of concern with the Force in order to inform best practice. Visitors also receive regular training sessions during the meetings throughout the year to ensure they are engaged in the national picture for custody visiting.

Terms of Reference

- For Visitors to raise any positive feedback, issues or concerns relating to their role or the welfare of detainees.
- For the Scheme Manager to provide an update on changes in legislation, procedures or guidelines.
- To share best practice.
- To consult on any policies and/or procedures relating to the ICV Scheme.
- To receive feedback on issues identified at visits.
- To review the team rota to ensure visiting targets are achieved.
- To undertake further training exercises when appropriate.
- For Visitors and the Scheme Manager to address issues with the Chief Inspector and Custody Inspectors.
- For the Chief Inspector/Custody Inspector to update on custody activities.
- To network with scheme members.
- To provide comment on the proposed changes to the Scheme handbook when reviewed by the Scheme Manager.
- To review these Terms of Reference on an annual basis taking into consideration guidance from the Independent Custody Visiting Association and other National bodies.

Working arrangements:

- The meeting will be chaired by the appointed Chair or by the Vice-Chair in the absence of the Chair
- Subject to annual election there is no limit to the length of time that a member can be elected as Chair or Vice Chair.
- The agenda for the meetings will be drafted by the Scheme Manager in conjunction with the Scheme Administrator and the ICV Chair.
- The Scheme Administrator will distribute papers 5 working days before the meeting
Minutes of the meeting will be prepared by the Scheme Administrator and distributed within 4 weeks of the date of the meeting
- Minutes of the meeting will be published on the OPCC website

Attendees:

Scheme Manager
Scheme Administrator

Independent Custody Visitors
Custody Chief Inspector and Inspector (PACE Inspector with responsibility for Custody Suites)

Frequency and Location of Meetings

Meetings will be held on a quarterly basis and will take place at Police Headquarters.