

DECISION NUMBER: PCCG-2019-038



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR GWENT

**MINUTES OF A MEETING OF INDEPENDENT CUSTODY VISITORS
HELD AT POLICE HEADQUARTERS, CROESYCEILIOG, CWMBRAN
ON 06TH JUNE 2019**

Present: Ms Jean Munton (Chair)
Mr Justin Johnstone
Mr Jeffery Seabourne
Mr David Binding
Mr Richard Holland
Mr Mike Hallinan

Also in attendance:

Mrs Nicola Warren - Scheme Administrator, OPCC
Mrs Ceri Davis - Assistant Scheme Administrator, OPCC
Inspector Owen Jones Custody Inspector
Kimberley Weare - Station Enquiry Officer Supervisor

The meeting commenced at 6.05 p.m.

	Notes and Actions	Action
1.	Apologies	
	Lesley Ball and Ruth Coulthard	
2.	Minutes and Actions from Previous Meetings	
	The minutes of the last meeting were agreed and all actions had been completed.	


3.	Custody Update	Action
	<p>Inspector Jones (OJ) introduced himself as the new Custody Inspector. He informed the visitors that he had previously been a Custody Sergeant some time ago so was familiar with the department.</p> <p>Jean Munton (JM) advised that the on-going issues with gaining access into Newport Custody had been resolved since the new Inspector had come into post.</p> <p>OJ advised the visitors that he had put a protocol in place for Station Enquiry Officers (SEOs) and Custody Staff to follow. All the visitors agreed that the process was working very well and there had been no issues.</p> <p>Kimberly Weare (KW) informed the visitors that she had become the SEO Supervisor around the same time OJ came into post. They had put the current protocol together and made all their staff aware. This was something that had never been in place before and not all SEOs had been aware of the process until that point.</p> <p>OJ informed the visitors that there were two days of targeted operational raids planned. Therefore, both Custody Suites would be busy. If a visit was planned during this period then delays were to be expected. Ystrad Mynach would be the dedicated Custody Suite for the crime operation and Newport would take force wide prisoners.</p> <p>OJ informed the visitors that we were unable to view specific areas of a Custody record at present. OJ agreed to raise the query nationally to see if there was a program available to do this.</p> <p>David Binding (DB) informed the visitors that a Custody Sergeant in Ystrad Mynach printed off a list of required information. OJ would enquire as to how this was done.</p> <p>Mike Hallinan (MH) advised that whilst viewing Custody records there was no consistent approach and visitors could be shown various information that was not relevant. OJ agreed a consistent approach was required and he would ensure this going forward.</p> <p>OJ asked if visitors could provide him with a list of information they wished to see on a detainee record and he would look to see if there was a system available that could provide it. Nicola Warren (NW) informed the visitors she would contact the ICVA to see if they had any information regarding this.</p> <p>OJ informed the visitors that the number of detainees in custody was significantly lower when compared to last year. The reasons behind this were currently being looked at, however, they were starting to pick back up again.</p>	<p>OJ</p> <p>OJ</p> <p>OJ</p> <p>ALL</p>

	OJ agreed to feedback at the next meeting on any information relation to the drop in detainee numbers	Action OJ
4.	Scheme Update	
	<p>NW welcomed the new Inspector and thanked JM for agreeing to be the new Chair of the panel.</p> <p>NW informed the visitors that a nomination process had been undertaken for Vice Chair and DB had been put forward by fellow members. He accepted the nomination. DB had also agreed to be the National Expert Forum Representative.</p> <p>NW informed visitors that one visitor was likely to be unavailable for some time this year due to health reasons. This would reduce the number of visitors to seven putting a strain on the visitors managing visits across the two Custody Suites.</p> <p>A discussion was held and it was agreed by all visitors that a recruitment drive was needed and for possibly three more visitors to be recruited. NW to discuss recruitment process within the OPCC.</p> <p>NW informed the visitors that this would be Justin Johnstone's (JJ) last meeting and wished him all the best and thanked him for all his work and commitment during his time on the scheme. All visitors congratulated Justin on receiving the Volunteer of the Year award to be presented by the Police and Crime Commissioner at Gwent Police's Behind the Badge event on Sunday 16th June 2019.</p> <p>NW referred to the high number of near misses being recorded and queried what the force determined as a near miss. OJ advised that a near miss was an injury that has occurred whilst in Custody. We noted that near misses were being recorded for injuries obtained prior to Custody involvement. OJ informed the visitors that he attended a meeting with Professional Standards Department on a fortnightly basis with a Custody Nurse and the Ystrad Mynach Inspector to look at all near misses in Custody to see if any lessons could be learnt.</p> <p>Jeffrey Seabourne (JS) asked if a detainee was in hospital should the visitors query if this was as a result of something that had happened whilst in Custody or before they were brought into Custody and should this information be captured on the report forms.</p> <p>JJ informed the visitors that if the detainee is in hospital it should be recorded on the report form as 'unable to visit'. OJ advised that he would welcome any questions regarding near misses within the unit.</p>	NW

	<p>It was agreed by all visitors that if a near miss had happened whilst in Custody it would be recorded on the report form and would then be for the Scheme Manager to look into.</p> <p>MH asked if the detainee was in hospital so would not be available to give consent to view their custody records, could you use the same degree of discretion as you would a vulnerable person where there would have justification to look at the records.</p> <p>JM advised she would do some research into this and feedback. NW would also ask the ICVA.</p>	<p>Action</p> <p>JM/NW</p>
5.	Performance Framework Update	
	<p>NW advised the visitors that there had been a very good spread of visit times/days over the past month and a night visit at Newport that went very well following the new process that had been put in place.</p> <p>NW confirmed that no major issues had been raised.</p>	
6.	Any Other Business	
	<p>CD informed OJ that there was a report form that was still to be signed by the Custody Sergeant. CD would send to OJ who would arrange for it to be signed.</p> <p>Gwent Police had requested all ICVs sign a Confidentiality Agreement due to the new GDPR regulations in place. The form was used to ensure ICVs agreed not to share any information that may be seen / heard whilst within the Custody Suites. At the last meeting, various issues were raised by the group regarding the wording on the form. JJ asked if the form had been reviewed. NW informed the visitors there was a meeting arranged within the next week to go through the form with the OPCC Head of Assurance and Compliance in order to make the necessary amendments.</p> <p>MH queried if Health and Safety should be an item on the agenda. He also queried what risks were faced by the visitors and what measures were put in place to safeguard.</p> <p>OJ advised that a risk assessment was carried out before any visitors were granted access to a Custody Unit. In addition, further risk assessments were carried out during the visit itself.</p> <p>MH asked for clarification on how much ICVs need to know about Health & Safety. NW agreed to contact ICVA for advice on Health & Safety.</p>	<p>CD/OJ</p> <p>NW</p>

	<p>OJ welcomed any feedback on electrical equipment that was a perceived to be a risk.</p> <p>OJ advised the visitors that the Fire and Safety check records were kept in Custody and were available for viewing at any time.</p> <p>JM thanked JJ on behalf of all the visitors for the service he had given to the scheme.</p>	Action NW
7.	Date of Next Meeting	
	The next meeting will be held at 6pm, on the 26 th September 2019 in Conference Room 1 at Gwent Police Headquarters, Croesycelllog.	

Meeting concluded at 7:05pm

Jeff Cuthbert, Police and Crime Commissioner for Gwent	
I have monitored the Independent Custody Visiting Scheme Minutes and am satisfied with progress.	
Signed 	Date 6/8/19
Contact Officer	
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Background papers	None

