



Independent
Custody Visitor



STAFFORDSHIRE COMMISSIONER
Police | Fire and Rescue | Crime

Independent Custody Visitors Northern Panel

Notes of the meeting held on Thursday 24 March 2022 18:30 via MS Teams

These notes are not verbatim but aim to give an overview of items discussed and actions arising

No:	Item:	
1	Welcome & Apologies	<div> <div> Attendees: Elizabeth Shenton Andy Carter Sandra Beard (<i>left at 18:53</i>) Cate Whitehouse Colin Melvin Steve Myatt Michelle Ryan- Staffordshire Commissioner's Office </div> <div> Non-Attendees: Elena Johnson Katie Henshall Rhiannon Stephenson Prim Handforth Margaret Redfearn Nigel Sanderson Kerry Berrisford Inspector Karen Cooke- Staffordshire Police </div> </div>
2	Minutes and Matters Arising	Previous minutes were agreed.
3	Visits	<p>The Independent Custody Visitor's gave an overview of their visits. Issues noted included:-</p> <ul style="list-style-type: none"> Panel members indicated that following a recent delay at custody it might be useful to change the designated wing to be checked and let other ICVs know. A note to this effect would be added to the next Rota. Concern was raised with regard to a recent incident where the amount of debris within a cell was unacceptable. This had been raised formally and the response from custody had been that the debris was left due to the DP having an infection. ICVs felt this was an unacceptable explanation as this did not appear to be recorded on the custody log and other methods to remove the debris safely could have been employed. It Was noted a cell had been sealed when a DP had been taken to hospital. ICVs indicated they were impressed with this and felt it was a good example of best practice
4	Police Update	<p>Inspector Karen Cooke sent a written update. This included:-</p> <ul style="list-style-type: none"> COVID wing will be removed Wednesday 1st April. Any DP with CONFIRMED COVID will be treated accordingly, but DP's won't routinely be placed on a COVID wing. A new course of CDO's in their 2nd week of training who will land in the second week of April. 5 will be coming to NACF.



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		<ul style="list-style-type: none"> • Liaison and Diversion representative will be available 5 days a week within custody purely focussing on Children and Young People who have not been seen during detention. She will make contact with them as an outreach strand to the team. • There are additional religious books at custody for Judaism, Sikhism, Buddhism and Hinduism. • The Drug Action Team had returned to NACF to carry out DTOA work.
5	Commissioner's Update	<p>Custody Record Reviews – trail run would take place on 12 April. For custody records had been randomly selected to review. Moving forwards, the ICVs will select the records for review, focussing on detainees with vulnerabilities. It is anticipated that these CRRs will be shared with the new Commissioner's Independent Scrutiny Panels which will be looking at various processes within Custody & Detention.</p> <p>Expenses -The new process was explained and the requirement for future claim forms to be submitted before the 4th of each month. In addition expenses to be submitted on a monthly basis or no more than 3 months gap between claims. It is anticipated that expenses will be paid on the 16th of each month in line with the Force payroll.</p> <p>Access Permissions – it is anticipated that the access permissions to gain access on to the NACF car park should be returned soon. ICVs were asked to check when they next attended.</p> <p>ID Badge – An issue had arisen with the incorrect cancellation of an ICV's ID Badge. This was now in the process of being replaced. Action : CG to chase with IT when the badge will be available and notify ICV.</p>
6	AOB	<p>Recruitment – to actively recruit more ICVs. Action: to arrange social media campaign.</p> <p>Photo IDs – concern was raised that the photos on ID badges were old and looked nothing like the person. Action: to check policy on photo renewal on ID badges.</p>
7	Date and Time of Next Meeting	Thursday 16th June 2022 19:00 at Newcastle Community Fire Station.



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Action Log:	Responsible
<ul style="list-style-type: none">To chase outstanding ICV ID Badge.	CG
<ul style="list-style-type: none">To liaise with Comms Team for social media campaign to recruit more ICVs	MR
<ul style="list-style-type: none">To check policy on photos on ID Badges	CG