

Independent Custody Visitors – Southern ICV Panel

Minutes of the Meeting held on Wednesday 23 March 2022 at 18:30 at Cannock Community Fire station

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

No:	Item:		
1	Welcome & Apologies	Attendees: Michael Guest Antony Jones Beverley Cooper Anna Shaw Gail Smith Anita Griffiths Lisa Tunney Michelle Ryan- Staffordshire Commissioner's Office	Non-Attendees: Ravi Bhakhri Insp Tim Heap- Staffordshire Police
2	Minutes and Matters Arising	Previous minutes were agreed.	
3	Visits	<p>Panel members gave a quick update on their recent visits since the last meeting. There were no significant issues raised.</p> <p>All have noted an increase in activity and that Custody is becoming busier. A concern was raised that on a couple of occasions the Inspectors room was not available and ICVs have had difficulty finding a room to view the custody logs. With the up and coming changes being made is there any option for a room to be available for ICVs so that they can access their paperwork etc without disturbing the Inspector. Action: Inspector to be asked whether this is feasible.</p> <p>It was noted that on one inspection visit, the custody log did not reflect the visit of ICVs. Action: to raise with Inspector to remind officers of the need for this to be reflected in the log</p> <p>Panel members have asked whether the checking of Religious books and the storing of them is added as a regular check on the ICV rota. Action: Caroline to add to rota and update rota for next three months.</p>	

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5	Police Update	<p>Provided by written update:</p> <p>Refurbishment is continuing for Watling Street. It is anticipated that this will be ongoing for 2022 and 2023. There is now improved CCTV within the facility.</p> <p>In terms of performance detainee numbers are back to pre-covid numbers. The level of young people brought in to custody has dropped.</p> <p>Recruitment is still on going for CDOs.</p> <p>The facility have received a large supply of new reading material and religious books.</p>
7	Staffordshire Commissioner's Update	<p>Custody Record Reviews – the trial is due to commence at the beginning of April. The Custody Record Review check list will be circulated to panel members with the minutes. The panel were given an overview of what the review involved. Action : CRR Form to be circulated with next minutes.</p> <p>Expenses – the panel were informed of the new process and the requirement for expenses to be submitted by the 3rd or 4th of each month to ensure payment by 16th of the month. If this is not achieved there is potential for a 6 week wait for payment.</p> <p>Access Permissions – not yet returned to ID badges.</p>
8	AOB	NONE
19	Date of Next Meeting	Thursday 12 May 2022 at Cannock Community Fire Station 18:30

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Action Log:

Action	Responsible
• Inspector Tim Heap to be asked on the feasibility of having an accessible room for ICVs	CG
• Inspector Heap to be informed of issue with recording of ICV in custody log	CG
• To distribute copy of Custody Record Review form with next Minutes	CG
• To provide new rota and include a check on Religious Items	CG