

ETAP Meeting 29 May 2019

Since my last report in February, the Female Genital Mutilation (FGM) report has been published. A new review on Independent Custody Visitor Quality (ICVQ) commenced in February which has been concluded and was published in April. This ICVQ review was commissioned to evaluate a submission made by the Staffordshire Commissioner's Office for assessment of procedures against a national Quality Assurance Framework, which has been introduced by the Independent Custody Visitors Association (ICVA).

No further thematic reports are in progress and the summary of reports since January are as follows:

Area of review. Lead/support members	Update	Next Action
Female Genital Mutilation Clare Cowley /Adrian Bowen	Published in March	Five recommendations put forward for consideration.
Independent Custody Visitor Quality Jane King /Jane Hackett	Published in April	Three recommendations put forward for consideration.

The total hours recorded for the concluded thematics are:

	Claimed	Un-claimed	Total Hours
Female Genital Mutilation	61.5	3	64.5
Independent Custody Visitor Quality	31		31

2019 Thematics

As confirmed in my February report, the thematic on Independent Custody Visits commenced in February and was published in April. A brief outline of the review will be given by Jane at the conclusion of this report.

After a delayed start, initial discussions have taken place to review Local Partnership Arrangements. This is to consider how local Commanders collaborate with local social services to address local concerns. This support is financially supported by the Staffordshire Commissioner and we seek reassurance that the investment is being fully utilised. We have yet to set-up our initial meeting to draw up Terms of Reference so need to see progress in establishing contact details. The thematic on Fire and Police collaboration has yet to be finalised and we expect this to commence next month.

ETAP Member Development

In March, panel members received training on Thematic management with an objective to improve how information is gathered, improve communication and efficiency. During this time, members were introduced to the new Thematic Planning Chart which helps in forward planning key activities and working to a schedule. This is to help conclude thematics quicker, an area highlighted for improvement at my last report. The training was well received, and we hope the new Planning Chart will assist in managing future reviews.

One aspect which was highlighted was lack of communication on member involvement in all thematics and it was agreed that the monitoring document used by the Deputy Chair – Thematic Review for logging progress, is shared to all. In response to this, I attach the first of these reports which currently only contains details of the ICVQ thematic and potential future reviews.

THEMATIC REVIEWS - PROGRESS REGISTER															
2019					Thematic Planner			Progress Log						Hours Summary	
Thematic Title	Thematic No	Lead	Member 1	Member 2	Start Date	T.o.R Confirmed	Target Completion Date	Draft Report sent for Comment	Final Report sent to DCTR	Report sent to SCO	Date Published	Hours Allowance	Hours Booked	Hours Not Booked	Total Hours
Independent Custody Visitor Quality	19001	Jane King	Jane Hackett		1/2/19	30/1/19	31/3/19	2/4/19	8/4/19	8/4/19	22/4/19	40	31.00		31.00
Local Partnership Arrangements	19002	Tony Wilmot													0.00
Released Under Investigation (RUI)	19003														0.00
															0.00

This report contains details of each member on a Thematic review, the title of ongoing reviews, start date and target completion dates. The hours used against the budget allocated are also logged. It is the responsibility of Thematic Leads to provide this information at the close of each month.

David Davies
Deputy Chair Thematic Reviews