

THE INDEPENDENT CUSTODY VISITING ASSOCIATION

Annual Report 2007 - 2008



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04 FOREWORD BY THE CHAIR

Annual Report 2007 - 2008

This year there have been numerous changes throughout the year and I'd like to pay tribute to the contribution of volunteers, not only at a national level but also through local regional meetings, which underpin the ever developing role of custody visiting nationally. I am pleased that this year ICVA was able to be represented at regional conferences in the Eastern, Central, North West, Midlands regions and of course London. I was delighted to personally attend the Welsh National conference on 13th September 2008 and the Scottish National Conference on 20th September 2008, which as the furthest north we had been for a conference, taking place in Inverness, was a first for the Association.



Regional collaboration is at a new stage and working together with police authorities offers a new challenge. Not that we have been complacent in the past as regional working arrangements for the Association are not a new thing. The OPM report and its publication was a step forward in relation to the future of the Association but I am also pleased that the Association has been able to introduce many of the reports recommendations prior to publication.

The Association is also working very closely with the Home Office and the APA to provide further clarity in the future for custody visitors and police authorities. At a national level, there are also new challenges and new stakeholders following the introduction of OPCAT protocols and the establishment of a joint HMIC/HMIP inspection regime for police detention facilities.

There have also been a number of international developments for the Association and delegations from China, Kazakhstan, and Russia have visited the UK and received presentations on the work of custody visitors and the Association. I also led a delegation to the Ukraine in October to provide advice on the establishment of national preventative mechanisms, which would specifically focus on police and penitentiary detention facilities. Our Chief Executive is always in demand and as well as addressing a conference at Bristol University on national preventative mechanisms last December, was also a speaker in Prague on the same subject in November this year. These are all activities that are at no cost to our membership and in my view promote the work of all custody visitors in the UK.

As part of our continuing commitment to volunteering in the UK, we have produced this year guidance for police authorities in managing volunteers, which was launched at the scheme administrators' conference in July.

We have also produced a new DVD for the initial training of volunteers. This includes sections on cultural awareness training. It was launched at our conference in November at Stratford Upon Avon, the new training materials will provide new opportunities for training new volunteers and for developing a key competency and modular approach for initial training.

Looking forward, I would like to draw your attention to key areas of focus in the coming year: training, there are plans within our action plan for a custody visiting day, further work to promote cultural awareness and diversity and to introduce a training for trainers programme in the coming months. We plan to take a fresh look at our website as it continues to be our shop window both regionally, nationally and internationally and attracts in excess of six thousand hits per month.

We also intend to discuss with the APA and Home Office, training approaches for lead members of custody visiting in police authorities. In terms of research, we are committed to exploring different ways of improving the quality of visits to ensure that visitors' outputs are translated into strategic outcomes by police authorities and provide feedback to all involved in the process. This is why the involvement of lead members is essential to the way in which custody visiting develops and is promoted within authorities.

I would like to say a thank you to a number of people for their greatly valued ongoing support, to our Chief Executive Ian Smith O.B.E, our Executive Assistant Anna Jarratt and Brian Pirie in Edinburgh. Our consultant trainers, Beth Glendinning, Tony Huby and Helen Schofield. Special thanks and appreciation also go to the executive committee, scheme administrators, custody visitors nationwide and to our colleagues at the Home Office and the APA. A final special thanks goes to the memory of Mike Custance, a valued member of the initial Executive Committee who sadly passed away this year. He was a fierce and ardent supporter of the custody visiting process and he left the Association a bequest in his will for which we are grateful.

John Littlechild MBE JP

Chair

05 PUBLICATION OF OPM REPORT

& Follow Up Action

The OPM report was published last year and ICVA was pleased that the progress it had made as an organisation had been reflected in the fact that most of the recommendations contained in the report had already been included in their current action plan or had been introduced.



Since the publication there has also been discussion between the APA, the Home Office and other parties, including ICVA on the best way to deliver effective custody visiting in the future and it seems that there is some convergence to a view that all volunteers that work in the criminal justice system should come under one umbrella. This is some time off and in the meantime the Home Office, ICVA and the APA will work together to look at the delivery of custody visiting for communities.

A combined report on the future of custody visiting was considered by the APA council, which included input from the Home Office and ICVA on 22nd October 2008. An area that ICVA are keen to point out is that representation on its Executive should be a decision of the region and the police authorities within it. It has been agreed however, to recommend to the membership that there should be a change to the existing membership with

a representative from each of the APA regions for England, two representatives from Scotland, and one each from Northern Ireland and Wales. The Association will still have observers at the meeting and the power to co-opt representatives that bring special skills.

The Association has also agreed with the Home Office and the APA that they would support and attend as required regional meetings and independent custody visiting conferences to continue to provide the Home Office with direct feedback on issues relating to independent custody visitors at a local level.

The Association will continue to work with the Home Office on the delivery of its action plan, including a national custody visiting day, improving the cultural awareness and diversity programme and promoting the ICV process both regionally and nationally.

06 ANNUAL CONFERENCE

Alton Towers November 2007

ICVA's 2007 annual conference lived up to all expectation. The event took place at Alton Towers Conference Centre on Saturday 17 November, kindly hosted by Staffordshire Police Authority. Almost 300 delegates attended including independent custody visitors, members and officers of police authorities and other attendees from other organisations.



The day included a variety of presentations and information including:

Raising Standards and Performance in Custody
Neil Curtis - Police Powers and Protection Unit, Home Office

Protocol for ICV Visiting of Prevention of TACT Prisoners
Assistant Chief Constable Robert Taylor - Greater Manchester Police

Putting it on the Agenda
Mr Everett Henry - HM Inspectorate of Constabulary

Border & Immigration Agency - Managing Detention
Mrs Fiona Cooper - Detention Services, Home Office

Mobile Custody Facilities
Mr Joe Malloy - Staffordshire Police

The Role of Custody Nurses
Mr Ken London - Police Authority Member, Kent Police Authority

Extracts from selected presentations:

Neil Curtis highlighted the role of the Home Office in raising standards and performance in custody; setting out the important role that independent custody visitors play as part of that agenda and welcomed positive engagement in the ongoing consultation process.

Everett Henry spoke of the diverse changes in our society and their impact on policing and custody. He highlighted the key role of ICVs in working with police authorities and the importance and benefits of cultural awareness training - from improved communication and trust to increased confidence and morale.

Fiona Cooper provided an informative presentation on the following topics:

- Overview of Border & Immigration Agency activity
- Immigration Legislation
- Immigration Control
- Detention Estate
- Use of Police cells

This included the role of arrest teams; POSUs and joint intelligence units; removal centres; escorting contractors and use of police cells.

Joe Malloy relayed the impact of Staffordshire Police's mobile custody unit in situations such as:

- Football matches
- Illegal Immigrants
- Drug Offenders
- Drink Drive Campaigns
- ANPR Operations
- Large public events

07 SCHEME ADMINISTRATORS

Conference

ICVA has demonstrated a consistent commitment to developing best practice in its work supporting independent custody visiting. It has developed resources for scheme administrators, police authorities and constabularies and, most importantly, the volunteers who make custody visiting possible.



At the centre of all this work is the spirit of ensuring that those held in police custody are supported with an independent oversight mechanism, which ensures that the rights of detainees and their entitlements are protected. This year ICVA introduced a new publication, 'Managing Volunteers - a guide to developing best practice for independent custody visiting' at the recent scheme administrators' conference in Manchester on 16th-18th July 2008.

Specifically aimed at scheme administrators, the guide was developed with the assistance of ICVA's officers, colleagues in Scotland who hosted a related pilot initiative early in 2008, and independent training consultants associated with the work of ICVA.

The aim of the guide is quite simple - volunteers are agents for good in society - they give themselves freely to help others; therefore they demand the best quality management possible.

Furthermore, owing to the growing need for volunteers, individuals are almost able to pick who they volunteer for - so independent custody visiting needs to be as attractive as possible to potential volunteers. In attempting to lead on best practice on behalf of its sector, ICVA has asked that all custody visiting schemes communicate their success - and different practices to others via the ICVA website, Visiting Times, conferences or their own websites, to enable moving forward together in supporting those who do this vital work on behalf of our communities. The role of the scheme administrator is arguably the most crucial in the independent custody visiting process.

Scheme administrators often organise the local process, act as an interface between elected members, the police and volunteers and - most influentially - act as a gate keeper during the recruitment process.

'Managing Volunteers' provides guidance on topics including:-

- 1 Policy
- 2 Recruitment
- 3 Training
- 4 Supervising Volunteers
- 5 Motivation and Retention
- 6 Accreditation, Qualifications and Guidelines

The Scheme Administrators conference this year examined at length the guidance and how it could be used within each scheme to improve volunteering. Since the conference, ICVA has been inundated with further requests for the document from other authorities unable to attend the conference.

08 PACE REVIEW

Consultation Paper Published August 2008

A new PACE consultation has been published with requests for responses by 28th November 2008. The new codes provide changes that will impact upon the work of custody visitors particularly under chapter 10 (Detention) 12 (Healthcare) 13 (Community Engagement in Custody) and 15 (Questioning After Charge). ICVA will be keeping a close eye on developments and will be issuing any support and advice to its membership should the new changes be introduced in the New Year.

09 HMIC/HMIP

Joint Inspections

The joint inspection of police custody conditions is a programme that is being delivered by HM Inspectorates of Constabulary and Prisons. Although 2008/09 is the first full year of delivery of this programme, it is intended that it will form an integral element of the CJ inspectorates' joint inspection work for the foreseeable future.



In support of the inspectorates and inspection teams, HMIC and HMI Prisons have already established a Stakeholder Group, of which the Association is a member, which is brought together at regular intervals to receive updates on progress and provide feedback and comments to the inspectorates.

It has been decided to convene a sub-group of key stakeholders that will, in addition, provide more detailed and specific advice and feedback to inspectorates; this group is the Inspection Reference Group.

The purpose of the Inspection Reference Group is to:

- represent the key stakeholders in this area of business;
- provide advice to the inspectorates on strategic, technical and/or operational issues associated with police custody provision;
- help to identify potential problem areas and/or relevant work being carried out in the same field;
- act as a 'virtual' network for inspectors to consult on specific issues, trends or thematic findings; and
- facilitate direct links into the organisations or groups which the members represent, for consultative purposes.

In addition to attending the wider Stakeholder Group meetings, and any bi-lateral contacts with the inspection teams the Reference Group will meet once or twice per year to assist in reviewing the implementation, focus and scope of the programme and advising on any emergent themes or issues of national relevance.

10 NEW

Training Materials

The annual conference at Stratford Upon Avon on 1st November saw the launch of the new training materials produced by the Association.

The Association has trained thousands of volunteers across the country and wished to produce an up to date training DVD and accompanying workbook for both the trainers and students. There was a short timescale for the production of this material - completion for end of October 2008 to enable the launch at our annual conference.

The materials developed include:

- A Training DVD including an introduction; pre-session; getting started; background and context; values, attitudes and skills; procedures and processes; concluding the course; responsibilities, codes of practice and the national standards. The DVD also includes a section on cultural awareness and diversity with the aim of mainstreaming the subject into core training.

The conference audience was shown extracts from the scenarios and was asked to consider which core competencies would be required of a custody visitor and co-ordinator/chair. This was an initial consultation exercise which will be replicated via all police authorities in membership during the coming months.

The intention is then to provide the following in a modular form to assist learning:-

- A Training Manual - the purpose of which is to guide both experienced and in-experienced trainers in the delivery of the materials of the training DVD.
- A Student Workbook - to provide a guidance and reference for volunteers.

REV

Peter Beaman

The team at ICVA was proud to congratulate Reverend Peter Beaman, a member of the ICVA Executive Committee, who was among those to be awarded an MBE as part of the Queen's Birthday Honours List in June 2008.

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Executive Committee Report And Financial Statements

For the year ended 31 March 2008

ASSOCIATION OFFICE

P O Box 1053
Colne
Lancashire
BB9 4BL

AUDITORS

NAIRNE SON & GREEN
Chartered Accountants
Registered Auditors
477 Chester Road
Manchester
M16 9HF

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Executive Committee Report

For the year ended 31 March 2008

The Executive Committee presents its report on the affairs of the Association together with the financial statements and auditor's report for the year ended 31 March 2008.

Objects

The Association is established to promote the efficient and effective provision of custody visiting in the United Kingdom and elsewhere to raise public awareness about matters and issues concerning the rights and entitlements of people held in police custody.

Principal activity and legal status

The principal activity of the Association is that of supporting and promoting Custody Visiting.

The Association is governed by way of a constitution. This gives the Executive Committee the right to manage the affairs and expend the funds of the Association in such a manner as they consider most beneficial for the purpose of the Association's activities and within the scope of the Home Office grant regulations.

Results for the year

The Association has returned a surplus of income over expenditure of £16917. This surplus has been added to the accumulated fund balance.

Fixed assets

The tangible fixed assets are as per note 3 to the financial statements.

Executive Committee

Executive Committee Offices 1.4.2007 - 31.3.2008

Chairman	John Littlechild
Vice-Chair	David Wood Kathie Emery

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Executive Committee Report *(continued)*

For the year ended 31 March 2008

Executive Committee *(continued)*

Executive Committee members 1.4.2007 - 31.3.2008

Sharron Hardman	Greater Manchester Police Authority	<i>(until December 2007)</i>
Christine McGawley	Greater Manchester Police Authority	<i>(from January 2008)</i>
Rev Peter Beaman	Merseyside Police Authority	
Kerry McClelland	Metropolitan Police Authority	
John Roberts	Metropolitan Police Authority	
David Riddle	Metropolitan Police Authority	
Malcolm Hardy	Northumbria Police Authority	
Jackie Lacock	South Yorkshire	
Paul Norton	West Midlands Police Authority	<i>(until August 2007)</i>
Keith Davies	West Midlands Police Authority	<i>(from September 2007)</i>
Janet Spencer	West Yorkshire Police Authority	
David Wood	Central 1	
Angela Perry	Central 2	
David Hudson	Central 3	
Kath Allaway	North East	
Sadie Logan	Northern Ireland	
Damon Taylor	North West	
Brian Pirie	Scotland	
Patricia McCarron	Scotland	
Ken London	South East 1	
Geoff Nash	South East 2	<i>(until October 2007)</i>
Robin Cherney	South East 2	<i>(from November 2007)</i>
Kathie Emery	South West	
Meirion Jones	Wales	
John Littlechild	Wales	

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Executive Committee Report *(continued)*
For the year ended 31 March 2008

Executive Committee Members' Responsibilities

Current best practice requires the Executive Committee members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit of the Association for that period. In preparing those financial statements the Executive Committee members should:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- d. prepare financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Executive Committee members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to auditors

In the case of each of the persons who are members at the time when the Executive Committee report is approved:

- so far as they are aware, there is no relevant audit information, information needed by the Association's auditors in connection with preparing their report, of which the Association's auditors are unaware, and
- they have taken all the steps that they ought to have taken as members in order to make themselves aware of any relevant audit information and to establish that the Association's auditors are aware of that information.

Auditors

The Executive Committee members will place a resolution before the Annual General Meeting to re-appoint Nairne Son & Green as auditors.

This report was approved by the Executive Committee on 17 July 2008 and signed on its behalf.

Ian Smith OBE
Chief Executive

15 INDEPENDENT AUDITORS

Report to the Members of the Independent Custody Visiting Association

We have audited the financial statements of the Independent Custody Visiting Association for the year ended 31 March 2008 set out on pages 6 to 10. These financial statements have been prepared under the accounting policies set out on page 8 and the historical cost convention.

This report is made solely to the Executive Committee as a body. Our work has been undertaken so that we might state to the Executive Committee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Executive Committee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Executive Committee and Auditors

As described in the Executive Committee's report on page 3, the Association's Committee is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards, (United Kingdom Generally Accepted Accounting Practice). Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared. We also report to you whether in our opinion the information given in the Executive Committee's report is consistent with the financial statements. In addition we report to you if the Association has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Executive Committee's report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Executive Committee in the preparation of the financial statements and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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Report to the Members of the Independent Custody Visiting Association

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, applicable to Smaller Entities, of the state of the Association's affairs as at 31 March 2008 and of its surplus for the year then ended;
- the financial statements have been properly prepared; and
- the information given in the Executive Committee's Report is consistent with the financial statements.

NAIRNE SON & GREEN
Chartered Accountants
Registered Auditors
477 Chester Road
Manchester
M16 9HF

1 August 2008

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Income and Expenditure Account

For the year ended 31 March 2008

	General Fund £	Home Office Restricted Fund £	Scottish Development Restricted Fund £	Total 2008 £	Total 2007 £
Income					
Fee Income	4,400	-	-	4,400	2,858
Home Office Grant	-	150,000	-	150,000	150,000
Scottish Development Grant	-	-	28,858	28,858	28,950
Membership Fees	22,850	-	-	22,850	23,350
- Scotland	4,000	-	-	4,000	4,000
Scottish Management Fee	2,250	-	-	2,250	2,250
Scottish project staffing	3,302	-	-	3,302	4,988
Sale of Products	5,231	-	-	5,231	6,945
Conference and training fees	9,230	-	-	9,230	-
Miscellaneous income	150	-	-	150	724
Training provision	2,500	-	-	2,500	4,500
Outside UK Dev	-	-	-	-	1,260
Total income for year	53,913	150,000	28,858	232,771	229,825
Expenditure					
Services and Supplies (<i>note 7</i>)	15,973	117,312	19,395	152,680	155,909
Training Provision and Materials	875	9,405	6,772	17,052	8,659
Publicity and Developments	5,689	9,532	1,020	16,241	18,273
Conferences and AGM	-	19,915	4,321	24,236	20,142
Support Materials and Equipment	5,645	-	-	5,645	8,880
Total expenditure for year	28,182	156,164	31,508	215,854	211,863
Excess of (<i>expenditure over income</i>) income over expenditure	25,731	(6,164)	(2,650)	16,917	17,962

The Association does not have any recognised gains and losses other than income and expenditure in the year.
The accompanying notes form an integral part of this statement.

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Balance Sheet

As at 31 March 2008

	Notes	2008 £	£	2007 £	£
Fixed assets					
Tangible assets	3		640		530
Current assets					
Bank balances:					
- Current account		8,441		733	
- Capital reserve account		-		167	
Debtors		16,790		2,813	
Other debtors and prepayments		6,693		-	
		31,924		3,713	
Current liabilities	4	(28,472)		(17,068)	
Net current assets (liabilities)			3,452		(13,355)
Net assets (liabilities)			4,092		(12,825)
Represented by:					
Accumulated fund					
At beginning of year			(12,825)		(30,787)
Surplus for the year			16,917		17,962
At end of year	5		4,092		(12,825)

John Littlechild - Chairman

Anna Jarratt - Executive Assistant

Approved on behalf of the Executive Committee on 17 July 2008.
The accompanying notes form an integral part of this balance sheet.

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Notes to the Financial Statements

For the year ended 31 March 2008

1 Accounting policies

1.1 Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention and in accordance with the applicable accounting standards.

The financial statements have been prepared on the going concern basis as in the opinion of the Executive Committee, the Association will continue operating for the next twelve months, being supported by grants from the Home Office and Scottish Executive.

1.2 Income

Income is credited in the period to which it relates.

1.3 Grant income

Grant income is recognised in the income and expenditure account when the grant is utilised for its specific purpose.

1.4 Expenditure

Expenditure is charged on an accruals basis.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is calculated so as to write off the cost of the asset, less its residual estimated value, over the useful economic life of that asset as follows: Computer equipment - 33.33% per annum straight line basis.

2 Taxation

The Association is a non profit making organisation and will, in the Executive Committee's opinion, be exempt from taxation, apart from tax on investment income.

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Notes to the Financial Statements (continued)
For the year ended 31 March 2008

3 Tangible fixed assets

		Computer Equipment £
Cost		
Brought forward at 1 April 2007		11,633
Additions		562
Carried forward at 31 March 2008		<u>12,195</u>
Depreciation		
Brought forward at 1 April 2007		11,103
Charge in the year		452
Carried forward at 31 March 2008		<u>11,555</u>
Net book value as at 31 March 2008		<u>640</u>
Net book value as at 31 March 2007		<u>530</u>

4 Current liabilities

	2008 £	2007 £
Purchase ledger control account	864	6,432
Accruals	20,212	6,825
PAYE/NIC due	3,090	3,011
VAT due	1,306	300
Income paid in advance	3,000	500
	<u>28,472</u>	<u>17,068</u>

5 Accumulated fund

	Scottish Development Restricted Fund £	Home Office Restricted Fund £	General £	Total £
As at 1 April 2007	(15,339)	(94,914)	97,428	(12,825)
Surplus/(deficit) for the year	(2,650)	(6,164)	25,731	16,917
As at 31 March 2008	<u>(17,989)</u>	<u>(101,078)</u>	<u>123,159</u>	<u>4,092</u>

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Notes to the Financial Statements (continued)
For the year ended 31 March 2008

6 Contingent liabilities

The Home Office grant and Scottish Development grant awarded in the year requires that amounts unspent by the Association must be returned to the Board promptly. The Executive Committee is of the opinion that the monies will be expended in accordance with their application.

7 Services and supplies costs

The services and supplies costs in the income and expenditure account include the following:-

	2008 £	2007 £
Salaries and related costs	107,894	105,009
London office costs	-	9,597
Scottish office costs	7,000	7,000
Scottish development expenditure	12,395	5,135
Irrecoverable VAT	6,306	6,767
General administration costs	19,085	22,401
	<u>152,680</u>	<u>155,909</u>

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