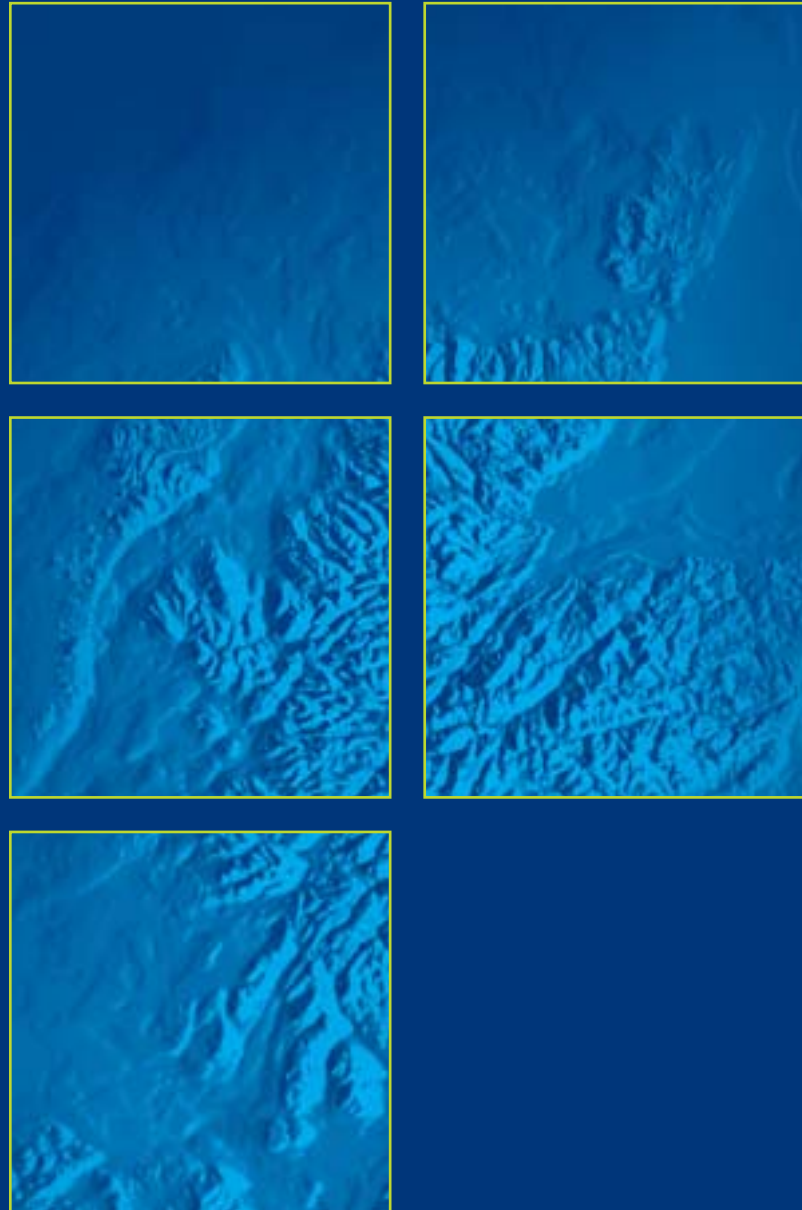


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progress report 2002-3

Scotland's independent custody visiting scheme progress report 2002-3
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INTRODUCTION ■■■

The Independent Custody Visiting Association* has been developing the concept of custody visiting in Scotland since 1997.

This was initially funded by the award of a grant by the National Lotteries Charity Board, which provided for the introduction of independent custody visiting to Scotland. However the association is again enormously indebted to the Henry Smith's Charity who agreed to provide the core funding to enable us achieve our aims and objectives for developing schemes within Scotland.

Pilot schemes were established in 1997 with the support of former Chief Constables of Fife and Northern Constabularies, Mr John Hamilton and Mr Bill Robertson. Her Majesty's Inspector of Constabulary for Scotland at the time - Mr Bill Taylor - assessed the schemes and recommended that similar systems be introduced in every area. The support of key players in the Scottish criminal justice system, police authorities and joint boards was then obtained and this assistance has been invaluable. In particular I would like to thank Councillor Andrew Keddie and Mr Peter Royds from Fife Police Authority for their assistance.

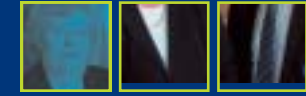
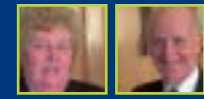
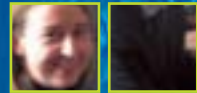
Currently, schemes exist in seven of the eight police authority/joint board areas: Fife, Northern, Central Scotland, Lothian and Borders, Dumfries and Galloway, Tayside and Strathclyde. Grampian are in the advanced planning stages for their area. Finally, I would like to take this opportunity to thank our president, Mr Nicholas Ward, who made the initial approaches to Henry Smith's Charity and for his continued efforts on behalf of independent custody visiting.

This first annual report and the first national conference to be held in Edinburgh on 31st May 2003 is the culmination of a number of years' efforts and I would personally like to thank everyone who has contributed to the success.



Stephen Murphy
Chairman ICVA

*Formerly known as the National Association for Lay Visiting



CENTRAL SCOTLAND JOINT POLICE BOARD

Central Scotland Joint Police board's lay visiting scheme was established in February, 2001 and the first visits commenced on 1st June, 2001.

For the period from 1st June, 2001 to 31st December, 2003 there have been 115 visits. There are 3 custody areas within the central Scotland area and the breakdown of the number of visits to each station is:

LOCATION	No. VISITS
Falkirk	39
Stirling	42
Alloa	34

Recruitment

Following the initial recruitment process, 13 lay visitors were appointed. Two have since resigned and another appointed to leave a current total of 12 lay visitors.

Central Scotland Police have appointed a liaison officer at chief inspector rank to monitor and co-ordinate police responses to visit reports. The liaison officer also actively participates in regular lay visitor meetings and has been involved in training the visitors.

A training and development plan is now being prepared in consultation with the visitors and Central Scotland Police with a view to broadening the knowledge and skills of the visitors.

Iain Tough & Lorraine Monro

DUMFRIES AND GALLOWAY POLICE AUTHORITY

The custody visiting scheme in Dumfries and Galloway was launched in the 10th June 2002 following the recruiting and training of six volunteers. Nine police stations were brought in to the scheme of which three are busy stations and it was agreed that these would be visited weekly. The remaining six are rural stations and although it was initially agreed that they would be visited every two weeks this has been reduced to every three weeks. In February of this year it was agreed that Gretna Police Station would also be brought into the scheme, this was following a major refurbishment programme.



Visits Made

During the period of 10th June to the 19th December 2002 a total of 81 visits were made (See appendix A/B for breakdown). I would point out that due to the geographical spread of the stations in Dumfries and Galloway and the shortage of volunteers, visitors are normally detailed to visit two stations each time they go out. The scheme has proved to be a huge success both in the calibre of our visitors and the excellent co-operation of the police in Dumfries and Galloway. It did become apparent however that we urgently needed more visitors and we had recently been successful in recruiting five more volunteers.



Initial Training

Following their successful interview the new members received their initial training on the 3rd February, this was followed up by a practical training day and a visit to a police station on the 10th February. Having proved themselves to be fully capable to carry out the role they then made an actual visit, under the observation of the visits co-ordinator and all are now rostered to make visits.

Refresher Training

To date we have carried out two refresher training days the first one on the 13th November, which was classroom based and video led. All of the current visitors attended this training and all were active participants. The second was held on the 18th February and was conducted in Gretna Police Station. This was a role playing exercise to all involved both the visitors and the police. The main comment after we finished was when could we do another one?



Meetings

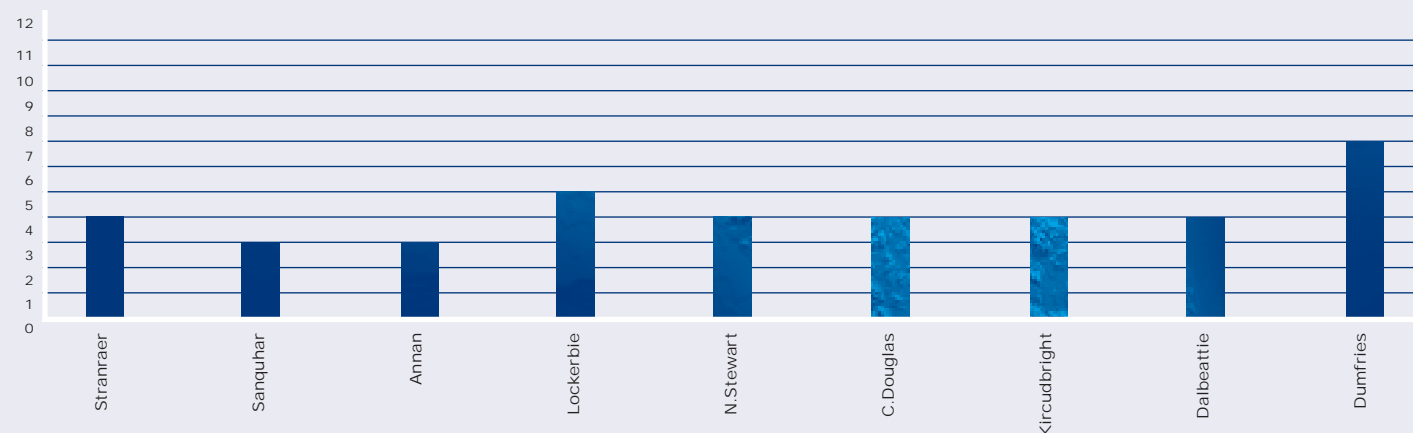
Meetings are held every three months and are attended by the custody visitors, police liaison and the clerk to the police authority. They have proved to be extremely useful and interesting to all concerned. A breakdown of all the concerns raised during the previous three months is produced and a discussion takes place on the action taken. At our first meeting the co-ordinator produced a set of targets for the following twelve months designed to build on what we have achieved so far. (See appendix C) Following discussion all agreed a set of visits guidelines and a concern and appeal procedure, which has been signed up to by both the Dumfries and Galloway Chief Constable and the police authority.

To date the scheme has gone extremely well we have all been impressed both with the standard of professionalism that we have encountered on our visits and the way in which all the police, that we have come into contact to date, have welcomed the scheme.

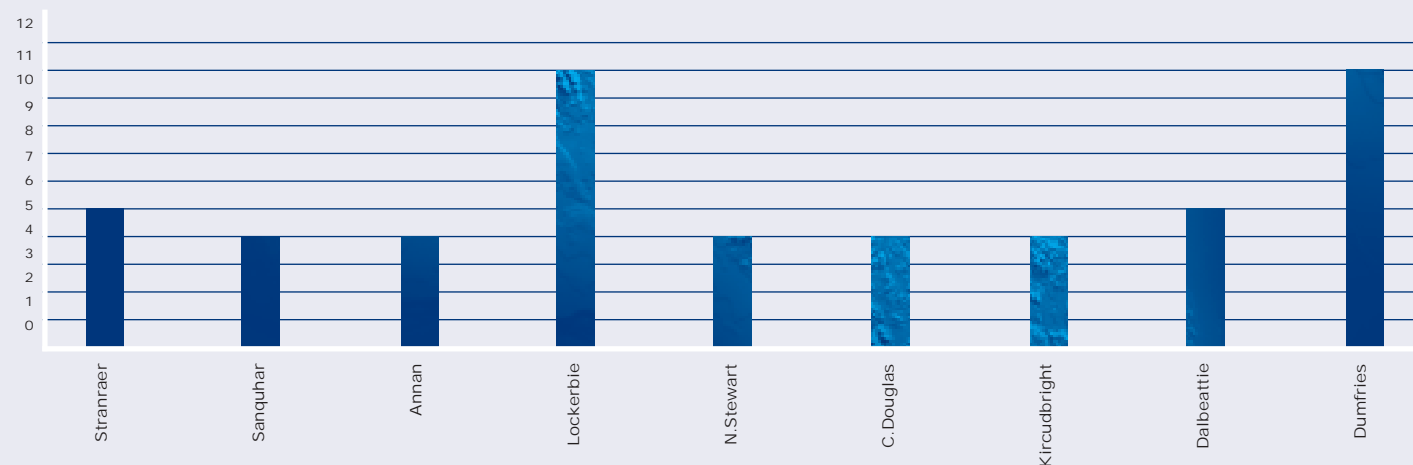


Phil Hughes MBE
& Janet Johnstone

Dumfries and Galloway Police Authority, record of visits to police stations, period 10th June to 18th September Appendix A

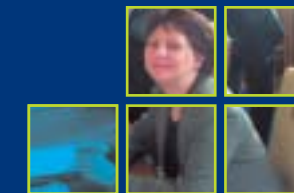


Dumfries and Galloway Police Authority, record of visits to police stations, period 18th September to 18th December Appendix B



Key Objectives for 2002-3 Appendix C

OBJECTIVES	DATE ACHIEVED	COMMENTS
Has agreed a visiting scheme whereby the persons appointed are independent of both: a) The Dumfries and Galloway Police Authority b) The Chief Constable of Dumfries and Galloway	26/09/02	Agreed at the quarterly meeting. CI Alex Little on behalf of the chief constable
Has agreed and published a visiting frequency for police stations in consultation with the chief constable	26/09/02	Agreed
Has a scheme where visits to busy police stations are made at least once per week	26/09/02	Agreed, Stranraer, Dumfries and Lockerbie
Has no designated police stations with a visit frequency of less than once per month	26/09/02	Agreed
Has a scheme that allows access to all detainees with the consent of the chief constable	29/09/02	Agreed by CI Alex Little on behalf of the chief constable
Has a mechanism that allows for concise and accurate reports of visits to the police authority and chief constable	26/09/02	Agreed
Has established methods of feedback for all involved in the visits process	26/09/02	Discussed at quarterly meetings
Has identified administrator and co-ordinator for the scheme	10/06/02	Janet Johnstone/Phil Hughes
Has recruited sufficient numbers of visitors to fulfil the visits frequency that reflect the demographic make up of the authority area		Five more visitors completed training on the 10th February. At least two more still required in the west of the region



Key Objectives for 2002-3 Appendix C (Continued)

OBJECTIVES	DATE ACHIEVED	COMMENTS
Has a rolling programme of recruitment throughout the year	10/02/03	
Has established a person to oversee the recruitment process	26/09/02	Janet Johnstone/Phil Hughes
Has established an appeals procedure to deal with terminations or suspension of volunteers	03/02/03	Agreed between the chief constable and the police authority
Has a programme of initial, induction and continuous training throughout the year and has established an evaluation mechanism for assessing the training	1/11/02	Refresher training commenced 13/11/02 tutor Phil Hughes
Has a scheme that allows for visits in pairs only	10/06/02	Written into the visits guidelines
Has established a system of quarterly meetings between the visitors, the chief constable and the police authority	26/09/02	The first meeting was held on the 26 September then every three months there-after
Have established a system of regular meeting of the custody visitors to allow them to exchange information and discuss issues of concern	26/09/02	First meeting held on 3/11/02 the normal quarterly meetings
Have agreed to include a report within the police authorities annual report	26/09/02	
Have agreed visiting procedure guidelines between the chief constable and Dumfries and Galloway Police Authority	10/02/03	Agreed between all parties concerned

FIFE POLICE AUTHORITY

The purpose of this report is to provide an overview of the custody visiting scheme in Fife in respect of its third year of operation from 1st December, 2001 to 30th November, 2002.

The statistical information attached to the report relates to the same period.



Background and Current Arrangements

The principal objective of the scheme is to ensure that the rights of detainees, whilst in police custody, are observed and that issues relating to their welfare are dealt with appropriately.

The council approved the establishment of the scheme in Fife in June, 1999 and the scheme was in place by the start of 2000. The scheme is administered by Fife Council, as police authority, with the full agreement and support of the chief constable.

The panel of custody visitors currently comprises 14 members. There is a reserve list of 13 members.

Custody visitors carry out visits to police stations, in pairs, without prior notice, and at any time of the day or night.

Detainees are not obliged to see the custody visitors, but those who wish to can talk to them about their welfare and custodial arrangements. The visitors have a checklist of items for each visit.

The visiting rota is drawn up every 5/6 months. This is done by law and administration staff. Police officers are unaware of the schedule of visits.

The rota is devised so that each custody visitor on the main panel undertakes approximately one visit per month with a different partner and visits all 8 of the police stations with cell accommodation in turn. Visitors agree the exact date and time of their visit by contacting their partners direct.

Visitors complete a report form following each visit and this is co-signed by the accompanying custody officer. Information includes date and time of the visit, the number of detainees seen, the issues raised during the visit and the police response. Copies of the completed forms are sent to both the police authority and police headquarters for monitoring and any necessary follow-up action.

Issues identified during visits to the cells are discussed immediately with the officers at the station after the visits so that any appropriate follow-up action can be taken at the time. Longer term observations and suggestions are recorded and followed up through the monitoring arrangements at police headquarters.

The reserve custody visitors are contacted when an assigned partner is unavailable. They are also included in the rota and are assigned occasional visits in order to gain increasing experience.

Following discussion with the chief constable, it has been agreed to increase the number of scheduled visits to the stations with the busier custody suites during the year.



Group Meetings

The custody visitors meet as a group on a regular basis approximately quarterly. Meetings were held in March, June, September and December during 2002. Over the last year, the meetings have included presentations from Jane Irvine, HMIC Lay Inspector with the discussion focused on the use of observation cells; from PC Hilary McKinlay, Asylum Section Liaison Officer for Fife Constabulary; and from Alastair Burleigh, Vice-Dean of the local law faculty who spoke on the role of the solicitor in relation to custodies.

All the custody visitors and reserves are invited to attend and the agenda gives the visitors the opportunity to exchange ideas and iron out any difficulties which have been encountered in practice, and to discuss their experiences with the police officers who attend the meetings. The dialogue has been an open and constructive two-way process.

The group meetings are still, at the request of the panel, chaired by one of the council's committee managers but it is open to the panel to elect its own chairperson at a future date. Agenda and minutes are prepared along the lines of other council committees.

In the 12 months from 1st December, 2001 to 30th November, 2002, visits were carried out to the 8 designated police stations



The total number of detainees in cell accommodation during all of the visits was 255. Of these, 141 agreed to be seen by the custody visitors.

The attached summary sheets show the number of visits to each of the 8 stations; an analysis of the days of the week and times when visits have been undertaken; the number of detainees interviewed etc. This information is also presented in report form to every group meeting of the panel.



Other Activities

Since the submission of the last annual report to committee, the Independent Custody Visiting Association (ICVA) has undertaken a major review of its constitution which allows membership to be open to police authorities and joint police boards throughout the United Kingdom. The community safety committee agreed in October 2002 that Fife Council should take up formal membership of ICVA having previously benefited significantly from the support provided by the association in establishing our own custody visiting scheme. Councillor Andrew Keddie is the council's representative at general meetings of the association and also holds the position of Honourary Vice-President.

One of the benefits of membership of ICVA is free attendance for all custody visitors at the associations annual conference. This year, for the first time, it is proposed to hold a Scottish custody visitors annual conference and arrangements are presently at the planning stage.

Another ongoing national initiative is the preparation of promotional material for custody visiting in Scotland.



The Fife Custody Visiting Scheme continues to be well supported by the council, the police and the custody visitors who undertake their role with commitment and enthusiasm. The appointments of a number of the existing members of the custody visiting panel are due to expire this year and a recruitment campaign will be launched in early summer. A brief article on custody visiting in the winter 2002 edition of the "Fifer" generated a number of expressions of interest from members of the public and it is hoped that we will be able to attract suitable candidates to fill any vacancies which might arise.



Recommendations

Further and more detailed consideration of this report was made by Police Complaints and Discipline Sub-Committee (who have remit for monitoring the operation of the custody visiting scheme). They agreed that a wider distribution of the final version of the report should be made to the custody visitors panel, other police authorities, police forces, and the Independent Custody Visiting Association.



Linda Bissett

Fife Police Authority, Record of Visits to Police Stations, Period 1st December 2001 to 30th November 2002

STATION	NUMBER OF VISITS	NUMBER OF DETAINEES	NUMBER OF DETAINEES SEEN	NUMBER OF TIMES NO DETAINEES
Cowdenbeath	13	4	2	10
Cupar	15	28	20	1
Dalgety Bay	11	5	2	8
Dunfermline	16	77	42	1
Glenrothes	14	26	14	5
Kirkcaldy	16	64	38	1
Levenmouth	15	49	23	3
St. Andrews	11	2	0	9
TOTAL	111	255	141	38

Fife Police Authority, Lay Visits - Summary by Day of Week 1st December, 2001 to 30th November, 2002

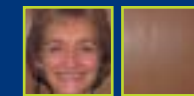
STATION	NUMBER OF VISITS	NUMBER OF DETAINEES	NUMBER OF DETAINEES SEEN	NUMBER OF TIMES NO DETAINEES
Monday	15	30	15	5
Tuesday	11	13	7	3
Wednesday	17	24	14	5
Thursday	24	46	22	7
Friday	21	19	8	13
Saturday	11	41	17	3
Sunday	12	82	58	2
TOTAL	111	255	141	38

Fife Police Authority, Lay Visits - Summary by Times 1st December, 2001 to 30th November, 2002

Day	Number of Visits	Times of Visits			
		00 - 0600	0600 - 1200	1200 - 1800	1800 - 2400
Monday	15	-	2	7	5
Tuesday	11	-	1	2	7
Wednesday	17	-	2	5	11
Thursday	24	-	5	7	12
Friday	21	-	5	7	9
Saturday	11	-	6	1	2
Sunday	12	2	6	5	2
TOTAL	111	2	27	34	48

Fife Police Authority, Lay Visits - Summary by Detainees Interviews/Times

Day	Detainees		Detainees Interviews			
	Total in	Seen	00 - 0600	0600 - 1200	1200 - 1800	1800 - 2400
Monday	30	15	-	-	8	7
Tuesday	13	7	-	-	1	6
Wednesday	24	14	-	-	7	11
Thursday	46	22	-	3	7	7
Friday	19	8	-	-	6	2
Saturday	41	18	-	10	-	8
Sunday	82	57	1	17	30	10
TOTAL	255	141	1	30	59	51



LOTHIAN AND BORDERS POLICE BOARD

Lothian & Borders Police Board covers five local authority areas – the City of Edinburgh, East Lothian, Midlothian, West Lothian and the Scottish Borders.

The board's custody visiting scheme was established in April 2000, initially as a pilot project. Nineteen volunteers were appointed to visit 8 police stations within the City of Edinburgh area. Of these stations St Leonards is classed as a 'main' detention centre i.e. is likely to have people in custody at all times, and 7 are 'secondary' i.e. have prisoners in at weekends and, less frequently, on other days. The main centre was visited weekly, with the others monthly.

During the period of the pilot scheme, from 1st February to 31st July 2002, 60 visits were made. The pilot scheme was deemed a success by the visitors, police and board.

In August 2002 the board agreed to expand the scheme to cover the whole police board area. This involved including the (main) detention centres at Livingston, Dalkeith and Hawick to the visiting rota. The board agreed to appoint a further 6 visitors to support the original complement of 19. Since then two visitors have left. The board is in the process of recruiting the 8 visitors it requires. The breakdown of visits made to date is as follows:

LOCATION	No. VISITS
St Leonards	41
Craigmillar	10
Drylaw	9
Gayfield	8
Howdenhall	9
Leith	7
West End	9
Western Hailes	8
Livingston	0 (due to commence Jan 2003)
Dalkeith	0 (due to commence Jan 2003)
Hawick	1 (due to commence Jan 2003)

After a successful first year the board is keen to ensure the on-going development of its visitors and is in the process of developing a training programme for visitors in conjunction with Lothian & Borders Police.

In general, the scheme has operated smoothly with visitors and police happy with the visit frequency. The visitors' activities have been welcomed by the chief constable who has been happy to take on board many of the points raised during the visits. One key issue identified relates to the facilities at one of the oldest custody centres in Edinburgh. The visitors comments have led to a discussion within the force as to whether it really is suitable for holding people.

David Emerson & Brian Pirie

NORTHERN JOINT POLICE BOARD

Northern Joint Police Board covers four local authority areas – Highland, Western Isles (Comhairle nan Eilean Siar), Orkney and Shetland.

The board's independent custody visiting scheme was established in June 2000 at the instigation of the then chief constable. It started as a pilot project visiting the cells located in the main area command headquarters in Inverness. This is the principal detention centre for the Inner Moray Firth area. Since then the scheme has spread to cover Dingwall, Alness, Aviemore and Nairn. Generally these stations are less likely to hold custodies; indeed, to date, no detainee has been interviewed in either Aviemore or Nairn. Visits are made weekly to Inverness and, on average, monthly to the other stations. Statistics are attached indicating the breakdown of visit figures for the financial year 2002-03.



Recruitment

21 volunteers were originally appointed. The current total number on the list, following some departures and some further recruitment, is 18. Of these, 4 are temporarily (it is hoped) unavailable, due to ill health or absence overseas.

Team review meetings are held quarterly, attended by the force liaison officer and representatives of the 3 force command areas currently targeted. In general, the scheme has operated smoothly and any issues raised have been addressed.

The force would be keen to see the scheme rolled out to the principal detention centres in the other 5 command areas. However, in an area comprising one third of Scotland's land mass, logistical issues of geographical spread and population sparsity clearly require to be addressed, particularly in terms of recruiting and supporting multiple viable teams of visitors. These issues are the subject of ongoing discussion.

Rhona Moir

Northern Joint Police Board, Custody Visits by Station - April 2002 - March 2003

STATION	NUMBER OF VISITS	NUMBER OF DETAINEES	NUMBER OF DETAINEES SEEN	NUMBER OF TIMES NO DETAINEES
Inverness	42	243	98	6
Alness	10	4	3	6
Dingwall	14	20	12	5
Aviemore	12	1	0	11
Nairn	14	1	0	1
Total	92	269	89	41

Northern Joint Police Board, Custody Visits by Day of Week - April 2002 - March 2003

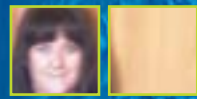
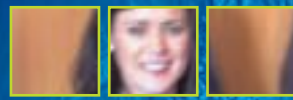
STATION	NUMBER OF VISITS	NUMBER OF DETAINEES	NUMBER OF DETAINEES SEEN	NUMBER OF TIMES NO DETAINEES
Monday	4	17	0	2
Tuesday	12	15	5	8
Wednesday	11	19	14	6
Thursday	8	6	3	6
Friday	8	13	5	3
Saturday	18	51	26	6
Sunday	31	148	60	10
TOTAL	92	269	113	41

Northern Joint Police Board, Custody Visits by Time of Day - April 2002 - March 2003

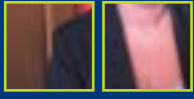
Day	Number of Visits	Times of Visits			
		2400 - 0600	0600 - 1200	1200 - 1800	1800 - 2400
Monday	4	-	0	1	3
Tuesday	12	-	1	1	10
Wednesday	17	-	2	5	11
Thursday	8	-	1	1	6
Friday	8	-	1	3	4
Saturday	18	-	8	7	3
Sunday	31	-	19	9	3
TOTAL	92	-	30	26	36

Northern Joint Police Board, Custody Visits - Detainees Interviewed by Time of Day - April 2002 - March 2003

Day	Number of Visits		Times of Visits			
	Total in	Seen	2400 - 0600	0600 - 1200	1200 - 1800	1800 - 2400
Monday	17	0	-	-	-	-
Tuesday	15	5	-	1	0	4
Wednesday	19	14	-	0	1	13
Thursday	6	3	-	0	0	3
Friday	13	5	-	0	2	3
Saturday	51	26	-	11	14	1
Sunday	148	60	-	46	13	1
TOTAL	269	113	-	58	30	25



contactdetails



STRATHCLYDE JOINT POLICE BOARD

Strathclyde Joint Police Board is an authority in its own right. The board's membership is drawn from the 12 councils that sit within the Strathclyde police force area boundary.

As a service Strathclyde Police serves a residential population of 2.2 million people within the 12 local authority areas that form its boundaries. It is, by far, the largest force in Scotland and in British terms is second in size only to London's Metropolitan Police.

The board approved in principle, the development of a independent custody visiting scheme for Strathclyde Police at a meeting in October 2001. Further reports were submitted to the board setting out the steps necessary to develop such a scheme. Taking account of the size of the police authority area it was considered appropriate to introduce the scheme in phases. It was decided that a pilot scheme would run for 6 months covering 4 Glasgow divisions.

Following a planning process and staff changes that had taken place within the board secretariat in 2002, a new joint board manager and fulltime scheme administrator were appointed at the end of the year.



Recruitment

A recruitment campaign was undertaken in mid/late January 2003. Local press/radio as well as posters and community groups were used to publicise the recruitment campaign. This campaign resulted in approximately 450 information packs being issued to members of the public in Glasgow and other areas within the board boundary. Given that the pilot exercise is for the Glasgow area initially, an information

meeting was held on 1st February 2003 within the City Chambers, Glasgow and approximately 60 people attended. Thereafter, 78 applications to become independent custody visitors were received with 52 applicants being invited to an information/training day on 15th March 2003.

Interviews took place on 24th and 25th March 2003 and after a successful screening process, 32 applicants were appointed to operate in 4 teams across the Glasgow divisions. Appointments were made in mid April with rotas being in operation from beginning of May.

It is the intention to arrange training visits to custody suites and to arrange seminars and local meetings for custody visitors, which will be held throughout their period of appointment. The local meetings will allow custody visitors to raise and discuss local issues of concern.



Elaine Connor & Patricia Bell

TAYSIDE JOINT POLICE BOARD

Tayside Joint Police Board approved the establishment of the scheme in Tayside in November 2002. The scheme will be administered by the clerk to the authority, with the full agreement of the chief constable.

A sub-committee was approved to finalise the details of the scheme and undertake the recruitment exercise. The sub-committee met in January 2003 and approved a scheme.

An advertisement was placed in the Courier and Advertiser and Evening Telegraph, the local newspapers for Tayside, and articles were run highlighting the scheme during the recruitment campaign. Flyers were also sent home to all primary school children in Tayside for their parents which proved to be the most effective form of advertising. Letters and posters were also sent to the community organisations throughout Tayside.

An Information day, for interested parties, was held on Saturday 15 February 2003 which was attended by Anna Jarratt of ICVA.

Interviews were held on Saturday 15 March 2003 and 18 visitors were appointed subject to disclosure Scotland checks.

Custody visitors carry out visits to the holding areas, in pairs, without prior notice and at any time of the day and night.

Tayside has four custody suites based in Arbroath and Forfar (Angus), Dundee and Perth. The visitors have therefore been grouped in areas, i.e. Angus, Dundee and Perth.

The scheme came into force on 1 May 2003 and a number of visits have been carried out to date.

It is proposed that the custody visitors will meet as a group on a regular basis approximately quarterly. It is hoped that the meeting will give the visitors the opportunity to exchange ideas and iron out any difficulties which have been encountered in practice and to discuss their experiences with the police officers who attend the meeting. It is hoped that the dialogue will be an open and constructive two-way process.

All custody visitors have been afforded the opportunity to attend the first Scottish conference on custody visiting in Edinburgh.



Elaine Whittet

GRAMPIAN JOINT POLICE BOARD

The Grampian Joint Police Board have approved the establishment of a scheme, and will discuss an implementation strategy at its meeting following the summer recess



Euan McCulloch

