 **ICVA Suggested Annual Report Template**

**Introduction**

The Code of Practice on Independent Custody Visiting states:

*“Systems must be in place to ensure that the output from visits is drawn rapidly to the attention of those in a position to make the appropriate response.*

*The PCC is responsible for drawing together issues and identifying trends emerging from visits in their area and addressing these with relevant police supervisors.*

*The PCC must have a regular and formal opportunity to raise concerns and issues with a designated senior officer with force-wide responsibilities. It will usually be appropriate for that officer to be of at least Assistant Chief Constable/Commander rank. Regular reports shall be provided by the administrator of the scheme to the PCC. These reports must be discussed at PCC meetings as appropriate and reflected in an entry about independent custody visiting in the PCC’s own annual report.”*

Every ICV scheme should therefore develop an annual report for inclusion in the PCC annual report, or annual report from your police authority body where PCCs are not in place. The annual report is an opportunity to highlight the work of your volunteers, celebrate successes and describe how you are working on difficult issues. It can document how ICVs are delivering oversight and the scheme deliver continuous improvement and, in doing so, boost public reassurance.

This briefing provides a template for the ICV annual report that will assist schemes in ensuring that they are providing the required information for an effective and transparent scheme. The template has been developed in consultation with schemes, the Home Office, the National Preventive Mechanism and the inspectorates.

**Annual report template**

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| **Section** | **Information and evidence you should include** |
| An introduction to police custody in your area | This section should include a description of police custody in your area, in particular it should note:* How many custody suites you have in your area.
* Roughly where they are located e.g. borough.
* The demand in each suite – which suites are your busiest? How regularly are the suites used? Which are active and which are overflow etc.
* Data on the number of detainees going through the suite each year.
* It would be helpful to include data on the demographics of those going through custody each year if you can access it e.g. age, disability, gender, ethnicity etc.
* A description of the estate (are they new suites or older estate?) and any plans for new suites or refurbishment.
* Any events of note that have occurred over the previous year for example any times where police custody was particularly busy, any deaths or near misses, any successes to celebrate.

TACTAny report on TACT estate should balance public accountability and security. You should liaise with your contacts in the police to agree how much information you should include in this section.You may need to ask your contacts in the police to assist you to complete this section. |
| Introduction to your scheme | You should consider including a section from your PCC, policing authority or scheme manager summarising the report and thanking volunteers for their work. You may also wish to include a statement from the police contact in your area. |
| A description of your local ICV scheme. | This section should include a description of your local custody visiting scheme, namely:* How many ICVs are in your scheme.
* The demographics of your volunteers where available e.g. age groups, ethnicity, gender. NB, this should be general and should not identify individuals.
* Roughly how often the scheme visits each custody suite.
* Any particular successes or challenges of note that have occurred in the past year.
* Any other key points of note.

TACTIf you have a TACT suite in your area, you should note that you have ICVs in your area who visit those arrested under terrorism detention. |
| The governance of your scheme. | This section should describe how issues / praise raised by ICVs are accepted and responded to, this is likely to include:* Smaller issues resolved by staff on duty at the time of visit.
* Issues that ICVs could not resolve within the visit and are escalated to the scheme manager to resolve.
* Thematic and serious issues that the PCC raises with the Chief Constable or senior staff in the police.
* National themes that are sent to ICVA.

It should also describe how the ICV scheme brings ICVs together to discuss findings and invest in volunteers. For example, this may be local panel meetings that meet quarterly, development days and thank you events. |
| Custody visiting data | This section should include key data on custody visiting and should aim to include:* The number of visits that have occurred.
* The number of detainees that ICVs have spoken.
* The number of detainees that have received some oversight from ICVs that is not via interview e.g. assuming consent to view a custody record, viewing a detainee through the hatch.
* The proportion of detainees who have received ICV oversight.

Where possible, this section of the report should also include information on when ICVs visit police custody. Do they conduct ‘out of hours’ visits and how regularly do they do so?TACTAny reporting on TACT should balance public accountability with security. Your reporting on TACT may be less specific. However, in the interests of public accountability, you should consider including information to ensure that the public knows that ICVs visit those arrested under TACT detention. |
| ICV scheme findings | This section should summarise the key findings from your ICV scheme over the past year. In particular:* Your top three positive findings.
* Your top three negative findings and how you have responded to these / resolved them.
* Any high impact findings that may be rare, but are high impact on the detainee, police or scheme. For example, poor menstrual care, long waits for mental health beds, deaths in custody or near misses and how your scheme became aware of them and responded to / resolved them.
* How you are responding to national issues e.g. reforms to mental health guidance, children in custody.

TACTAny reporting on TACT should balance public accountability with security. Your reporting on TACT may be less specific. However, in the interests of public accountability, you should consider stating that ICVs provide feedback on TACT detention and that they share their reports with the Independent Reviewer of Terrorism for further oversight. |
| How the police respond to your findings | This section of the report should describe how the police respond to the issues raise by ICVs, your scheme managers and PCC / local policing authority. How do the police respond to feedback from your scheme and can you give examples of how ICVs reports have improved practice? If this is not possible, consider expanding on why this has not taken place. |
| Other areas of note / special events | Please include any further areas for celebration. This section should include the level that you have attained in the Quality Assurance Framework.This may also include personal involvement from your PCC / policing body in independent custody visiting (have they gone on a visit or shadowed a shift?). It can also include any areas where you have particularly been involved in scrutiny or change. It should include any inspections that have taken place.You can also discuss any local pilots that have taken place, any awards you have attained, events you have run or successes that you would like to report. |
| Future plans | This section should include a summary of your key plans for the year ahead. |
| Further information and contact details | This section should include links to your scheme webpage, Twitter account, [ICVA’s website](https://icva.org.uk/) and the [National Preventive Mechanism](https://www.nationalpreventivemechanism.org.uk/) website.TACTIf you have a TACT suite in your area, you should also link to the [Independent Reviewer of Terrorism Legislation](https://terrorismlegislationreviewer.independent.gov.uk/) website.It should also include contact details for the scheme. |

Quarterly reporting

Your regional representative requests quarterly reports that ICVA uses to collate national issues and data on visits. You should also consider publishing these reports on your independent custody visiting webpage so that you can report up-to-date successes and challenges and ongoing transparency.