

PFCC Decision Report

Report reference number: 028-22

Classification: Not protectively marked

Title of report: Independent Custody Visiting Scheme - Regional Conference

Area of county / stakeholders affected:
Bedfordshire, Hertfordshire, Cambridge, Norfolk, Suffolk and Essex ICV Schemes

Report by: Katarzyna Grabka (Independent Custody Visiting and Animal Welfare Scheme Manager)

Chief Officer: Janet Perry (Chief Financial Officer and Strategic Head of Performance and Resources)

Date of report: 13th February 2023

Enquiries to: Katarzyna.grabka@essex.police.uk

1. Executive Summary

The Independent Custody Visiting (ICV) regional conference for the Eastern region is due to be hosted by Essex in 2023. This event has been postponed since 2020 mainly due to Covid-19 restrictions.

The host PFCC / PCC organises and funds the event that year including the cost of guest speakers. The event comprises of topical talks and discussions on matters impacting the scheme both at a regional and national level.

2. Recommendations

To approve a budget allocation of up to £6,000 to fund the cost of the event.

3. Background to the Proposal

The ICV Managers for Cambridge, Essex, Norfolk, Suffolk, Hertfordshire and Bedfordshire (the eastern region) meet every quarter to provide mutual support, updates and feedback about each scheme. The regional lead is currently from Suffolk who attends the national meetings as required.

Each year within the eastern region there is a regional ICV conference hosted by one of the six PCCs / PFCCs. This assists with complying with the Home Office Statutory Guidance for ICV schemes, which states under section 84 (Sharing Experience) that *“The PCC must ensure that ICVs have regular opportunities to meet together to discuss their work”*.

Hosting this year’s conference, which will be in person, will also provide an excellent opportunity for Essex to demonstrate its commitment to the ICV scheme.

The table below summarises where previous events were held. The last time Essex hosted the event was in 2012.

Year	PCC/PFCC
2008	Cambridgeshire
2009	Suffolk
2010	Hertfordshire
2011	Norfolk
2012	Essex
2013	Bedfordshire
2014	Not held
2015	Not held
2016	Cambridgeshire
2017	Hertfordshire
2018	Bedfordshire
2019	Suffolk
2020	Not held
2021	Not held
2022	Not held
2023	Essex

The event is open to Independent Custody Volunteers (ICVs), PFCC / PCC staff and ICV Managers from across the eastern region.

4. Proposal and Associated Benefits

It is proposed that the PFCC will allocate up to £6,000 for the purpose of hosting the ICV Regional Conference on Saturday 21st October 2023. It is expected that around 120 people will attend the conference.

As this is a cost that will only be incurred by the PFCC every six years, it is proposed that the anticipated 2022/23 underspend is used to fund it.

5. Options Analysis

The PFCC could decide not to host this event however, with the exception of Norfolk, all the remaining PCCs / PFCCs have hosted this event in the last few years, and it has been the expectation across the region for the last three years that Essex would host the next conference. Not proceeding could therefore be damaging to our relationship within the eastern region, and reputationally it might appear that there is a lack of commitment to the ICV scheme.

6. Consultation and Engagement

Essex representatives have discussed this conference with the other eastern region representatives for their ICV schemes. The proposal has also been discussed by the Essex PFCC's Management Team.

7. Strategic Links

The PFCC's Police and Crime Plan 2021-2024 includes a commitment to *"Invest in those who volunteer for the roles within the PFCC's office including Restorative Justice volunteers, Independent Custody Visitors and Dog Welfare visitors to ensure they feel skilled, valued and appreciated."*

8. Police operational implications

There are no direct operational implications for policing from this decision report.

9. Financial implications

The costs are expected to be covered by an allocation of up to £6,000. It is proposed that this event be funded from the anticipated 2022/23 PFCC underspend given this is a cost only incurred by the PFCC once every six years.

The table below shows an estimate of the expected cost:

Name	Estimated Cost
Room hire (main hall + 3 rooms for workshops)	£1,500
Breakfast, Lunch and refreshments (£12 per person)	£1,440
Parking for 70 vehicles	£70
Guest speakers	£1,000
Materials	£500
Travel expenses	£600
Contingency	£890

Total cost:	£6,000
--------------------	---------------

10. Legal implications

There are no direct legal implications associated with this decision report although, as set out in section 3 above, the Home Office Statutory Guidance for ICV schemes states that *“The PCC must ensure that ICVs have regular opportunities to meet together to discuss their work”*.

Public liability insurance will be covered by the venue.

11. Staffing implications

There will be no additional staffing cost, although staff from the PFCC’s office will be attending to support the event.

12. Equality, Diversity, and Inclusion implications

We have checked with the venue and there are adequate access arrangements to ensure that no individual with the protected characteristics will be excluded from this event.

13. Risks and Mitigations

There is a small risk that the event will be unsuccessful and the PFCC receives negative feedback. We will mitigate this risk through good planning and communication regarding speakers and workshops. The PFCC’s staff team has a wealth of experience in delivering events of this type so there is every confidence that a high-quality event will be delivered.

The risk related to personal injury at the event will be covered by the venue’s insurance.

14. Governance Boards

Planning for this event has been discussed with the PFCC’s Management Team.

15. Links to Future Plans

This proposal links to the PFCC’s intentions around continued investment in and development of the ICV scheme both locally and regionally.

16. Background Papers and Appendices

There are no background papers.

Report Approval

The report will be signed off by the PFCC's Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign: 

Print: P. Brent-Isherwood

Date: 3 March 2023

Chief Financial Officer

Sign 

Print: Janet Perry

Date: 07 March 2023

Publication

Is the report for publication?

YES

NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

None

If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet?	YES	<input type="checkbox"/>	2. Of Appendix?	YES	<input type="checkbox"/>
	NO	<input checked="" type="checkbox"/>		NO	<input type="checkbox" value="N/A"/>

If 'YES', please provide details of required redaction:

N/A

Date redaction carried out:

Chief Finance Officer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

Sign:

Print:

Chief Executive / Chief Finance Officer

Decision and Final Sign Off

I agree the recommendations to this report:



Sign:

Print: Roger Hirst

PFCC/Deputy PFCC

Date signed: 14th March 2023