

Report by the Clerk and Chief Executive.

INDEPENDENT CUSTODY VISITING SCHEME – RECRUITMENT.

Background

Members will recall that the Authority ran a successful recruitment campaign for Independent Custody Visitors in 2005.

The purpose of this report is to outline a similar recruitment process for 2006 and to seek the Committee's approval to the process.

RECOMMENDED: That

- (1) the proposed recruitment timetable and process be approved; and
- (2) the arrangements for shortlisting and interviews, as set out in the report, be approved.

Detail

The Custody Visiting Scheme in Cumbria is composed of four Panels (North Cumbria, West Cumbria, Barrow and Kendal) each of which is to have 15 Custody Visitors. Panel membership is currently –

North Cumbria –	9
West Cumbria –	13
Barrow –	9
Kendal -	11

Under the revisions to the Scheme agreed in September 2004 each Panel has been set a target of visiting the designated police station in their area an average of once a week. Non-designated stations will be visited less frequently. Each Custody Visitor has been asked to make minimum of six visits a year. If each Panel has fifteen Custody Visitors then they will achieve the target of a visit a week to the designated police station in their area.

The Custody Visiting Codes of Practice, issued to underpin the Police Reform Act, requires the Police Authority to strive to ensure that the Scheme's members are reflective of the community as a whole. Recruitment must also be open, non-discriminatory and well publicised. The Authority is also required to issue all applicants with a standard application form and every new Custody Visitor must be interviewed and appointed on merit. In addition we have stipulated that all new Independent Custody Visitors must receive

induction training before they can begin to make visits. These requirements establish the basis on which the Authority must make appointments.

Publicity for the recruitment campaign will take the form of newspaper advertisements, posters sent to major employers, councils, CABx, CVS and colleges throughout the County and press releases.

The proposed timetable for the selection process is attached (**Appendix 1**).

As all Custody Visitors must be interviewed and as they will serve in specific areas it is proposed that four interview sessions are held, one in each area. To assist applicants in employment interviews could be scheduled over an afternoon and evening in each area. It is suggested that, as in 2005, the interview panels should be composed of the Authority's Lead Member for Custody Visiting, a Member of the Personnel Committee and a representative of the relevant Custody Visiting Panel. If it is necessary to shortlist before interviewing it is suggested that this should be undertaken at a County-wide level, rather than locally, by the Lead Member for Custody Visiting, a Member of the Personnel Committee and the Deputy Clerk.

After completion of the selection process all the newly appointed Custody Visitors will be invited to a training session in mid-July. New Visitors will not be issued with an identity badge to enable them to start making visits unless they have attended this training event. All appointments will be for three years, subject to the satisfactory completion of a six month probationary period.

C R Alcock
Clerk and Chief Executive.

21 April 2006.

Background papers: Report to, and Minute of, Cumbria Police Authority on 17th September 2004.

Race and Diversity Implications: The Authority has a duty to ensure that the Scheme is representative of the community it serves.

Human Rights Implications: The Scheme plays an important role in ensuring that the rights of detainees in police custody are respected.

Cumbria Police Authority
Personnel Committee
3 May 2006
Agenda Item No. 12
Appendix 1

**CUMBRIA POLICE AUTHORITY INDEPENDENT CUSTODY VISITING
SCHEME**

DRAFT RECRUITMENT TIMETABLE 2006

Wednesday 10th May – Press release issued and posters circulated.

Friday 12th May – Advertisements placed in press

Wednesday 31st May – Closing date for applications

Tuesday 6th June – Shortlisting (if required)

Wednesday 7th June to Friday 16th June – Check references and vetting.

Monday 19th June to Friday 7th July - Interviews

Saturday 15th or Saturday 22nd July – Training Seminar for new Custody
Visitors.
Identity badges issued.