

FULL EQUALITY IMPACT ASSESSMENT FORM

Area of Assessment:	Essex Independent Custody Visiting Scheme
Date of Assessment:	03/06/2024
Owner:	Katarzyna Grabka
New or existing policy / function:	ICV Reporting Change

Stage 1 – Detail of policy, function, project or proposal

Briefly describe the aims, objectives and outcomes of the policy/function

The online reporting system provides a clear commentary format for those volunteering with the PFCC as an Independent Custody Visitor (ICV).

The aim of this change is to provide more effective and accurate reporting system to support volunteers in their role and at the same time reduce incidents of manual reporting being lost due to their handling. In particular it will:

- Provide a clear understanding of how ICVs should report their findings during ICV visits in custody suites
- Provide a standardized reporting across all visits
- Identify clear interview format for all ICVs when speaking to detainees
- Create consistency to ensure each report follows the same format/script
- Bring modern online reporting to replace manual reporting with a pen and paper
- Allow volunteers to understand what can be expected from the PFCC as well as what is expected from them.

What policies / procedures / functions are relevant to this area?

Policies and legislation related to the use of online reporting system includes, but is not limited to:

- [W 1012 Procedure/SOP – Records Review, Retention & Disposal.](#)
- PFCC EDI
- ICV Home Office Code of Practice 2013
- PFCC Access to Information Policy
- PFCC Data Protection Policy
- PFCC Records Retention and Disposal Policy
- Essex ICV Data Retention Guidance

Stage 2 – Consider the Evidence

Which individuals and organizations are likely to be affected by the policy / function and in what way?

This online reporting system applies to all volunteers that have applied to become visitors for the Essex Independent Custody Visiting Scheme. The intention of the reporting system change is to provide volunteers with a clear reporting system which increases the effectiveness and accuracy of reports produced.

This system change may also impact the police staff/officers working in custody environment whose responsibility is to accompany ICVs during their visit and safely store the tablet in the custody suite.

All Essex Police detainees are entitled to ICV visit to ensure their rights are being upheld whilst they are in the police custody. Essex ICV Scheme seeks to make itself as accessible as possible, encouraging members of the public to take part in ensuring Essex Police is working to the highest standard. The ICV online reporting system is securely accessible from any custody location in Essex with internet access and therefore enables ICV volunteers to access the software on the tablets for their ease of use, supporting those struggling with a long hand-written reporting.

What relevant quantitative data has been considered?

In considering the appropriateness of this system change, we reviewed existing demographic information about our volunteer base as well as feedback received from volunteers about their experience using current, manual reporting system.

What relevant qualitative data has been considered?

Representatives of the PFCC regularly meet with volunteers on both a 1:1 basis and as a group – this offers an opportunity to provide training and discuss good practice, and allow us to monitor how volunteers are finding their experience. This engagement offers a useful chance for us to garner insight into the volunteering experience which we can use to improve our offer and ensure we make best use of our volunteers and they get what they want out of their involvement.

Has the function / policy been subject to consultation? If no, why not? If yes, which individuals and organisations were consulted and what form did consultation take?

We consulted volunteer specifically on this system change proposal to establish their views of what should be incorporated. A recent volunteer feedback survey revealed that 33.3% of those who responded suggested online reporting when asked about ideas for scheme improvement. We then included volunteers in draft version of the new reporting form to establish whether they felt we had missed or misrepresented anything. The newly developed online reporting form was then shared with all volunteers electronically and then discussed at the team meeting. We received positive feedback from the volunteers that they felt online reporting system was clear and met its objectives satisfactorily.


We have also consulted with our Essex Police partners at the Criminal Justice Strategic Development Board where the idea was met with a positive feedback.

Were any gaps in information identified? If so, what consideration has been given to commissioning work where required?

No gaps identified.

<p>If potential for differential / adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims.</p>
<p>This reporting system change is the key transformation which we seek to be clear and consistent in how we deliver the scheme with the support of our volunteers – an effective online reporting system should increase about ability to recruit a diverse range of volunteers to reflect that of the local community.</p>
<p>Summarise any changes made to the policy to reduce or remove the potential for differential / adverse impact</p>
<p>No changes.</p>
<p>If the function / policy is to be abandoned, please explain why and how the implications will be managed</p>
<p>If the proposal to move from manual to online reporting system were to be abandoned, it would require much more work for members of the PFCC’s office in dealing with volunteer issues, inconsistency in reports received and data analysis from handwritten reports. Consequently, it may result in potentially lack of accuracy and unclear visiting process which risks unfairly impacting some detainees.</p>
<p>Describe how the function / policy promotes good relations</p>
<p>The Independent Custody Visitor Scheme is a statutory requirement for the PFCC to deliver. The scheme offers protection to both detainees and Essex Police, and provides reassurance to the wider public about the appropriate and fair treatment of detainees.</p> <p>The Dog Welfare scheme satisfies the public that the care and treatment of Police dogs in Essex is humane, ethical and transparent and complies with the Animal Welfare Act 2006.</p> <p>Volunteers gain many benefits from engaging in these schemes; feeling they are giving back and helping people, using their skills or gaining new ones. It can also be used to support people to gain experience to help their employability.</p>
<p>Stage 5 - Monitoring Arrangements</p>
<p>Describe how the function / policy is (or will be) monitored</p>
<p>Our ICV Scheme regularly engages with volunteers to monitor their experience of volunteering with our office. This feedback can be used to assess the strength of our arrangements and the compliance with this system change.</p> <p>We actively monitor demographics of our volunteers and seek opportunities to broaden the pool of volunteers.</p>
<p>Have the assessment outcomes been fed back to those consulted?</p>
<p>See above</p>

[NOT PROTECTIVELY MARKED]

Impact assessed by:	Katarzyna Grabka	Date:	05/06/2024
Approved by (owner):		Date:	10 July 2024