

# ACTION LOG

	Issue raised	Initiation Date	Lead	Action Taken/Progress	Live/Complete
5	<b>ICV Language Questionnaire</b> - not all custody officers appear aware of the form nor it's location to pass to ICVs	17/10/2016 <i>Reopened</i> 27/04/2017	YF	<p><b>17/10/2016</b> - Sgt De'Ath to ensure custody staff are made aware of the location of the questionnaires to pass to ICVs upon request.</p> <p><b>23/01/2017</b> - Mr Edwards confirmed there are laminated versions to be found with the A3 ICV books, ask staff to provide them if needed.</p> <p><b>24/04/2017</b> - It was noted that although this had been closed as an action, this is still an issue for visitors. Mrs Y Fenwick is to liaise with custody around alternatives.</p> <p><b>17/07/2017</b> - Following liaison with the Force, 10 paper copies of each language provided to Bournemouth and Weymouth custody and should be stored with the ICV Report books. A pack of dry wipe pens also provided in the folder. ICVs are responsible for ensuring that pens are not left with detainees after use and to notify staff of any issues.</p>	Complete
7	<b>Abbreviations</b> - ICVs unaware of the meanings of all the abbreviations used in custody.	24/04/2017	GS	<p><b>24/04/2017</b> - CI Shimmons to provide an updated list of abbreviations to be distributed to the ICVs</p> <p><b>17/07/2017</b> - Updated abbreviation list to be supplied at panel meeting.</p> <p><b>24/07/2017</b> - Visitors were provided with an up to date abbreviation list.</p>	Complete
8	<b>Cracked tiles in the Weymouth suite</b> - it was noted there are some cracks in tiles that may need to be addressed.	24/04/2017	KE	<p><b>24/04/2017</b> - Mr Edwards explained that a review was being carried out on all the cells in the Autumn but that the cells in question would be looked at.</p> <p><b>17/07/2017</b> - Review of cells undertaken. One cell taken out of use until fixed, all other cells not deemed as a risk and will be fixed in Autumn 'Maintenance Shutdown'</p> <p><b>17/07/2017</b> - Some broken tiles had not been deemed a 'risk', others would be fixed during the shutdown between 9-20 October 2017. This will remain live until the maintenance had taken place.</p>	Live

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9	<b>Recruitment</b> - It was noted that there should be clearer information provided for recruitment around residency in the UK.	24/04/2017	OPCC	<p><b>24/04/2017</b> - It was requested that it be made more clear at the point of advert that an applicant is required to have been resident in the UK for 5 years. It was agreed by the OPCC that this information would be clear on the next recruitment campaign.</p> <p><b>17/07/2017</b> - The requirement is for an ICV to have been resident in the UK for 3+ years prior to volunteering. This has been included on all new recruitment material and will be added to the webpage.</p>	Complete
11	<b>Weymouth Maintenance Shutdown</b>	17/07/2017	DJ	<p><b>17/07/2017</b> - Weymouth Custody maintenance shutdown dates are 9 - 20 October. Detainees during that time will be held at Poole Custody. Those dates to be reflected on the October, November and December visiting schedule.</p>	Complete