



ROLE DESCRIPTION – ICV PANEL CHAIR

Elections will be held yearly and a Chair can remain in post for up to three consecutive years, subject to the agreement of the Panel.

The duties of the chair are;

1. To oversee the Independent Custody Visiting Scheme.
2. To chair Panel meetings.
3. To monitor the wellbeing of fellow Independent Custody Visitors and liaise with the Scheme Manager/Scheme Administrator on issues arising.
4. To actively engage with the Scheme Manager/Scheme Administrator on issues arising from custody visits.
5. To participate in the recruitment of new Independent Custody Visitors.
6. To assist in the delivery of training.
7. To assist with annual/reappointment reviews.
8. To act as a spokesperson for the scheme in the local media, in consultation with the PCC and Chief Executive.
9. To co-ordinate visits by confirming the availability of Visitors and devising a visit schedule for each quarter.
10. To deliver information on Independent Custody Visiting to Police Officer Training Courses.
11. To assist in events held by the OPCC to promote the Independent Custody Visiting Scheme.
12. To promote the Independent Custody Visiting Scheme to the local community.

*It would be expected that the chair had a **minimum** of 18 month experience of being and Independent Custody Visitor and **approximately** 18 months left on their full nine year term.*



ROLE DESCRIPTION – ICV PANEL DEPUTY CHAIR

Elections will be held yearly and a Deputy Chair can remain in post for up to six consecutive years, subject to the agreement of the Panel. The Panel can have up to three Deputy Chairs at any given time.

The duties of the Deputy Chair(s) are;

1. To assist in the oversight of the Independent Custody Visiting Scheme.
2. To chair Panel meetings in the absence of the Chair.
3. To assist in the monitoring of the wellbeing of fellow Independent Custody Visitors and liaise with the Scheme Manager/Scheme Administrator on issues arising.
4. To participate in the recruitment of new Independent Custody Visitors.
5. To assist in the delivery of training.
6. To assist with annual/reappointment reviews.
7. To deliver information on Independent Custody Visiting to Police Officer Training Courses.
8. To assist in events held by the OPCC to promote the Independent Custody Visiting Scheme.
9. To promote the Independent Custody Visiting Scheme to the local community.

*It would be expected that a deputy chair had **approximately** 12 month experience of being and Independent Custody Visitor and a **minimum** of 12 months left on their full 9 year term.*