

**INDEPENDENT ADVISORY PANEL  
ON NON-COMPLIANCE MANAGEMENT**

**22 April 2013, 10:30 - 12:30**

**MINUTES**

Present: Daniel Albert (DA), David Chinn (DC), Kevin Lockyer (KL), Emma Ross (ER), Stephen Shaw (SS)

**1. Apologies for absence**

June-Alison Sealy, Richard Shepherd

**2. Minutes of meeting of 8 April (paper IAPNCM 03 of 02/2013)**

The minutes were agreed without amendment.

**3. Matters arising and action log**

SS asked if any Panel members had received payments. All members present had received expense payments. Fee payments are processed by another part of the Home Office and are still due. Panel members should note that the cut-off date for fee payments is 14 working days before the end of the month.

SS asked if Panel members objected to teleconference meetings starting at 9.00am or 9.30am in future as proposed by Richard Shepherd. There were no objections and it was agreed that the next teleconference would commence at 9.00am.

SS explained that the secretariat had sent him vehicle specifications for the Tascor vehicles but these were technical diagrams and so needed to be revisited.

SS informed the Panel that their webpage was now live and minutes were published.

KL requested a copy of the letters to interested parties sent by SS. SS agreed to provide. KL asked if the letters proposed meetings between the Panel and interested parties. SS clarified that they did not, but that the Panel could decide to meet particular individuals/organisations if this was felt to be helpful.

**ACTION 1: ER to routinely include the action log in the meeting papers.**

**ACTION 2: the Secretariat to re-issue meeting requests for teleconference meetings starting at 9am. The Panel asked if Outlook meeting requests with the dial-in details could be sent.**

**ACTION 3: ER to send to Panel members a copy of the letters sent to interested parties.**

**4. Draft statement of principles (paper IAPNCM 01 of 03/2013)**

DA queried whether 'mechanical restraint' should be added to point 7f. It was decided to leave the statement as it was.

**ACTION 4: SS agreed to circulate a final version to the Panel who then agreed to publish the principles statement on the IAPNCM's webpage.**

**5. Draft assessment criteria (paper IAPNCM 02 of 03/2013)**

The Panel discussed whether to add reference to 'non-pain techniques being fully explored' to point 4. It was agreed that the reference to proportionality already covered this point.

KL raised the potential for problems during the transition from the Control and Restraint (C&R) package to the new package, i.e. if escort staff did not use the new techniques.

**ACTION 5: SS agreed to circulate a final version of the paper for the Panel's approval.**

**6. Draft comments on Non Compliance Management Manual, Volume 1: Introduction and Instructor Guidance (paper IAPNCM 03 of 03/2013)**

Panel members were content with the draft.

**ACTION 6: SS to send the document to NOMS.**

**7. Next steps**

The Panel agreed to spend two days reviewing the techniques on an aircraft simulator (one day) and on vehicles (one day). This is likely to be in June.

The Panel are keen for early engagement with the medical advisers to NOMS. Ideally the draft medical advice volume would be available prior to the meeting.

**ACTION 7: the Secretariat to arrange a full two day programme for reviewing the techniques on an aircraft simulator and on vehicles.**

**ACTION 8: the Secretariat to arrange an initial meeting for one/all doctors on the Panel and the Chair with the medical advisers to NOMS.**

**ACTION 9: ER to request Volume Seven on use of force report writing from NOMS.**

**8. Any other business**

It was decided that a future agenda item should be how the Panel will assess

information submitted by interested parties.

SS informed the Panel that a meeting between himself and Citizens UK was being arranged and that he would also be visiting Broadmoor secure hospital.

The Panel sent their best wishes to Lorraine on the birth of her son. SS informed the Panel that Akash Chand would shortly be starting as Lorraine's replacement whilst she is on maternity leave.

**ACTION 10: ER to distribute Prisons and Probation Ombudsman paper to all Panel members again.**

**ACTION 11: KL agreed to produce a reading list before the next meeting.**