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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)DCC Claire Parmenter, DPP (DCC)Carys Morgans, Chief of Staff, OPCC (CoS)Beverley Peatling, Chief Finance Officer, OPCC (CFO)DoF Edwin Harries, DPP (DoF) |
| **Also Present:** | Chief Superintendent Dave Guiney, DPP (DG)Supt Craig Templeton, DPP (CT)Supt Gary Mills, DPP (GM)Claire Bryant, Policy and Assurance Advisor, OPCC (CB)DI Richard Yelland, Staff Officer, DPP (RY)T-PS Tanya Grey, Staff Officer, DPP (TG)Mair Harries, Executive Support Officer, OPCC (MH) |
| **Apologies** | Chief Constable Mark Collins, DPP (CC)Assistant Chief Constable Emma Ackland, DPP (ACC) |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 20th of July 2020**

**Time: 11:00 – 14:00**



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| **ACTION SUMMARY FROM MEETING 02/07/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2384** | **SC to provide an update report for the Board during the next HR update at Policing Board.** | **Ongoing – 25th of August** |
| **PB 2385** | **An overview of the options paper for future agile working in Dyfed-Powys Police to be shared with the Commissioner’s Office.** | **Complete** |
| **PB 2386** | **Extraordinary meeting between the Chief Officers, OPCC and the Covid-19 Recovery Team to be scheduled to discuss recovery phase.** | **Complete** |
| **PB 2387** | **Consideration to be given by the Connecting Communities Board to the development of the Confidence Strategy.** | **Complete** |
| **PB 2388** | **ROCU costing paper to be reviewed through the Collaborative Governance arrangements.** | **Complete** |
| **PB 2389** | **The DoC to review other Forces’ offender diversionary work to learn best practice and potential collaboration opportunities with other Forces.** | **Complete** |
| **PB 2390** | **The Force’s communication team to consider publishing a positive news story about the State of Policing HMIC report.** | **Discharged** |

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| **Decision No** | **Decision Summary** |
| **PB T2 126** | **The PCC in agreement with the DCC approved the award of the interim vehicles contract based on interim pricing supplied by the national lead at South Yorkshire Police.** |

**2. Minutes of Previous Meetings**

It was agreed that with a few minor amendments that the minutes of the previous meeting on the 2nd of June were a true and accurate reflection of the meeting.

**Action 2391: Members to provide Mair Harries with requested amendments to the minutes of the previous meeting by the end of the week.**

**3. Chief Constable’s Update**

**3a. Operational Updates**

The DCC stated that the Force undertook activity over the weekend to deter events such as illegal raves. It was also noted that a Black Lives Matter march was hosted in Pembrokeshire over the weekend which resulted in the arrest of two individuals shouting racial abuse at marchers during the event. The DCC also referred to positive county lines police activity in Ceredigion and proactive work by officers to counter drug activity in the area.

**3b. Organisational Updates**

It was noted that 4 members of staff are currently suspended from duty, and that two student officers have been reprimanded for inappropriate behaviour.

It was noted that Chief Officer Roadshows would commence on the 3rd of August and that smarter working would be a significant focus of the roadshows.

The DCC stated that operationally, the demands on the Force had returned to be in line with the same period last year. It was noted that around 70 officers in total were joining the Force between September 2020 and April 2021, including 3 Black Asian Minority Ethnic (BAME) individuals as part of Operation Uplift.

A discussion ensued regarding the post of the Head of People Services and the potential for increased interest in the role with the introduction of more opportunities with the agile working approach.

The DCC stated that new European legislation would soon be brought in regarding the monitoring of social media threads. It was noted that the Force would seek to merge separate Basic Command Unit (BCU) social media accounts in order to adhere to the new legislation which the PCC supported. The PCC queried how the Force monitored DPP social media accounts, and was informed that the communications team regularly review Facebook and Twitter and provide advice to officers and staff about appropriate content.

**4. PCC’s Update**

**4a. Local**

The PCC stated that his Local Criminal Justice Board (LCJB) had met the previous week and that he continued to receive reports from the courts on how they were addressing the backlog in cases caused by the pandemic.

The PCC also noted that he continued to host his community engagement days virtually and that groups and individuals making requests to speak with the PCC had increased as the public grow more confident utilising technology to communicate.

CB stated that the Quality Assurance Panel met last week and had reviewed engagement with the public, and particularly minority groups during the lockdown period when penalty notices were issued to individuals breaking travel regulations.

**4b. National**

The PCC stated that he recently spoke to Her Majesty’s Inspector of Constabulary Fire and Rescue Service (HMICFRS) Wendy Williams who was positive in relation to Dyfed-Powys Police’s response to Covid-19. The PCC also discussed with HMI Williams DPP’s recruitment planning with regard to encouraging individuals from the BAME community to join the Force, and finally the way HMICFRS intended to conduct their reviews in future.

The PCC also stated that he continued to be involved in all-Wales activity and attended weekly meetings with other Commissioners in Wales and Welsh Government. It was noted that he would be speaking with the Head of the Police Liaison Unit (PLU) later in the week regarding the future direction of the unit.

**5. Standing Items**

**5a. Budget**

The DoF provided financial data for the Force up to the end of June 2020. The DoF stated that the Force projected a net overspend of £498,000 (previously £626,000) by the end of the financial year, and stated that the Force’s finances had been significantly impacted by Covid-19 due to the necessity of purchasing Personal Protective Equipment (PPE) and other protective measures. It was noted that the current out-turn assumes that the PPE provision and usage remains consistent with the current level of £60,000 per month for the remainder of the financial year.

The DoF stated that the current financial position does not take account of any Government support nor reserves transfers. It was noted that the Force regularly submits details of Operation Talla (Covid-19 response) and Operation Uplift costs to the Home Office. The spending on Operation Uplift in June was £32,000 less than the grant available for the month however the DoF expected that future months’ spending would exceed the amount as further recruitment took place at the end of July.

The DoF stated that the Force expected to make savings with regard to Police Officer and Staff budgets in the current year due to vacancies, additional leavers and delays in recruitment plans caused by Covid-19. It was noted that other savings included overtime bank holiday savings due to a reduction in tourism and the cancellation of public events. The DoF stated however that an over-spend of £540,000 was predicted against the heading of ‘other non-pay’ mainly due to PPE costs.

The DoF stated that all budget headings indicate a year-to-date overspend of £275,000 which is expected to increase to £728,000 at the end of the year based on current assumptions of PPE utilisation. The DoF emphasised that making predictions was extremely difficult at this stage due to the ever-changing nature of the pandemic.

The PCC queried the Force’s plans for recruitment for support roles and whether vacancies could be frozen for the time being while the Force responds to other Covid-19 related costs. The DoF stated that the Chief Officers met weekly to review the vacancies available to determine their necessity. It was noted that many of the posts were required because some departments were under pressure and required the additional staff.

The PCC queried the Force’s review of the training plan and whether training was expected to recommence as normal when Covid-19 regulations allow. The DoF stated that a review of the plan was ongoing; he noted that the Force would need to consider the necessity of sending officers and staff out of the Force area to receive training in future in light of Covid-19 regulations.

The CFO stated that the report was currently heavily caveated and was delivered early in the year. It presented a worst-case scenario with regard to Covid-19 costs and grants. The CFO stated it was important to consider that a second wave of the virus was expected in the year which may impact the budget, however it was positive overall in that all variations and projections had been considered and planned for by the Force.

The DoF closed his presentation by stating that the total spend against the Capital Spending position was currently £0.709m against a budget of £16.224m with £2.092m committed at this stage. It was noted that work was ongoing to update the Capital Programme for current and future years as part of the Medium Term Financial Planning review.

The PCC raised the matter of the all-Wales Firearms Range noting that the CFO had spoken to Peter Curran (South Wales Police) on the matter. The CFO stated that three options were being considered for the Firearms Range and that discussions were ongoing on the matter. The DoF stated that this would be taken forward as part of the Medium Term Financial Planning review.

**5b. Data Protection**

DG attended the meeting to provide an overview of the Information Management Department. DG stated that the department have had difficulties recruiting additional staff to support the current team. The current team has also experienced reduced staffing levels due to sickness, maternity leave and staff on reduced duties. It was also noted that workload for the team had increased 25% between 2017 and 2019.

An action plan has been put in place to reduce the backlog, which includes a temporary officer being recruited and due to commence imminently. . A review of the team’s Llamau referrals has been undertaken in order to ensure that only relevant data is produced for those cases, as an over-production of data has increased the team’s demand. The team have also secured the services of a temporary resource from within the Force to assist with the backlog reduction. The Freedom of Information (FOI) backlog is currently zero.

The DCC raised the issue of the high number of Probation referrals. It was noted the team have met with Christine Harley from the Probation Service and requested a review of the requests made by the service in order to potentially reduce demand on the team, and potentially seek additional resources from the Probation Service to assist with the work. Other solutions were to be discussed with Christine Harley in a meeting on Thursday the 23rd of July.

DG stated that overtime continues to be offered to the team. It was noted that even when data protection resources are placed online, the work is so specific that there will not be a notable reduction in demand. DG stated that discussions are ongoing with Human Resources (HR) regarding potentially using a Professional Standards officer to support with some of the data protection work.

The PCC thanked DG for his openness in presenting the issues currently faces by data protection. The PCC also highlighted the good work carried out by Nicola Harris from the OPCC during the lockdown period which assisted with reducing the backlog of work and progressing long standing FOI cases. The PCC queried why the Force hadn’t responded to an FOI request in the press recently regarding police officer convictions, and feared than an eagerness to reduce the backlog may result in such requests being turned down prematurely. DG was not aware of this case in particular but committed to finding an answer regarding the matter. The DCC stated that the Force would want to respond to such queries and that she would also establish why this wasn’t the case in this instance.

**Action 2392: DG to establish why an FOI from the press relating to police officer convictions had not been answered by Dyfed-Powys Police.**

**Action 2393: DG to provide the PCC with comparative data from other forces regarding police officer convictions.**

DG provided a brief overview of the Record Management System (RMS), stating that a week-long boot-camp had commenced today, the 20th of July. Once the training is complete a buddy-system will be in place for subject matter leads to liaise with their counterparts in the tri-Force area. Data will be migrated on to the Niche system over the next few months.

**6. Focus: Covid-19 Update**

CT attended the meeting to provide an update on the Force’s response to Covid-19 and the recovery plans. CT’s main focus currently is progressing smarter working., The vision has now been agreed by the Chief Officers on the future of smarter working.

It was noted that home working and agile working will be available. Staff and managers will be expected to reach agreements on how individual staff members can work from home. No individual will be permitted to work exclusively at home in order to maintain face-to-face contact among team members. Agile working drop-in spaces will be established for staff, and the hours staff may work will be extended to support smarter working and flexibility. The 18th of September will see the end of a consultation period which is seeking the views of staff and officers on the success of smarter working during the Covid-19 period. CT ended his presentation with how the estates footprint will align with smarter working, stating that this will continuously depend on social distancing measures and the creation of a successful vaccine for Covid-19.

CT praised the work carried out by the IS&T department over the past few months, and stated that training was required across the Force for staff to become familiar with how to use technology which has become necessary during the lockdown period. CT also stated that an investment was required into kit for officers and staff in order to support smarter working.

The PCC thanked CT for his work and supported the view that the organisation needed to be dynamic in order to meet potential demands posed by Covid-19 and a potential second spike of infections later in the year. A discussion ensued regarding potentially quantifying the costs of investment into separate areas during this period, however it was noted that the investment would range depending on the requirements posed by the Covid-19 regulations. A brief discussion ensued regarding inputs from different departments into the Force’s NEEDS assessment document, with CT noting that UNISON and the Police Federation were engaged with inputting into the work.

**Action 2394: CT to ensure that the OPCC are invited to take part in the individual NEEDS assessment work.**

A discussion ensued where the PCC queried how staff were responding to the prolonged period of working from home. CT informed the Board that discussions were ongoing with HR and UNISON to ensure that staff have ample opportunity to work from home following this period, and also that staff are supported. It was agreed that the ability to be able to offer individuals seeking to join the Force as officers and staff the opportunity to work smarter would make Dyfed-Powys Police a very attractive prospect for potential employees. CB stated that she had been invited to take part in a number of Operation Talla meeting with the Force and appreciated the opportunity for the OPCC to be involved in ongoing discussions.

CT stated that the Force’s focus was on safeguarding the community following the relaxing of Covid-19 regulations in the area. It was noted that the high numbers of visitors expected in Pembrokeshire and Ceredigion over the past few weeks had not materialised, however officers continued to patrol beaches and tourist attractions in order to reassure the community. The PCC supported this, referring to the Respect Agenda which asks visitors to the area to respect their surroundings, and encouraged the Force to continue its safeguarding work in order to prevent large gatherings and events such as illegal raves.

**7. Matters for discussion**

1. **Police and Crime Plan Review**

The DCC presented asummary of it’s the Force’s response to the PCC’s Police and Crime Plan focus areas. The DCC stated that the summary document outlined what the Force’s specific focus would be for the coming year and that these objectives would form a part of officers and staff’s DAP reviews.

The PCC stated that this would be very useful and would be presented to the Police and Crime Panel to evidence the co-operation between the OPCC and DPP.

**Action 2395: The Force’s summary report of the Police and Crime Plan to include additional examples of good work to highlight staff’s commitment to supporting to plan.**

CB stated that work was ongoing with Craig Templeton to establish what the Force’s priorities are in order to inform the next Police and Crime Plan for 2021-2025. CB stated that it would be useful to receive more information on items which the Force feel that more progress was required which the PCC could potentially provide support for.

**Action 2396: Force to provide additional information of areas of business which would benefit from additional support with regard to the Police and Crime Plan objectives.**

CB queried when the Force Management Statement (FMS) would be ready for the OPCC to review. The DCC stated that a draft would be provided to the DCC shortly and that it would be provided to the OPCC by mid-August.

The PCC sought assurances with regard to engagement with members of the public. The PCC raised concerns that the Public Service Bureau (PSB) which used to sit in his office and answered concerns from the public. This function now sits within the Professional Standards Department (PSD) but doesn’t have a contact number for the public. As a result, members of the public continued to contact his office to seek assistance which should be readily available from the Force. It was agreed that this would be discussed in further detail between the DCC and the CoS.

**Action 2397: The Force’s engagement with Victims to be discussed at Policing Board in August 2020.**

1. **Mobile Phone Extraction Briefing**

The PCC referred to a national report which highlighted that public confidence may have been eroded due to the practices in place when extracting mobile phone data. Concerns had been raised which identify that forces across the country are not consistent in their approach to this practice. It was noted that poor information handling had been identified, an overly wide approach to extracting data and a reliance on consent as the lawful basis for undertaking the task in circumstances where it is not appropriate.

The DCC stated that a written response had been prepared by the Force which would be sent to the OPCC. The DCC stated that updated approaches to mobile phone extraction had been provided to Forces by the National Police Chiefs’ Council (NPCC) which DPP would be adhering to. The PCC stated that the Surveillance Commissioner conducts annual reviews on mobile phone and other devices’ information and was informed by the DCC that the Force regularly performs well during these reviews. It was also noted that the Digital Cyber Crime Unit’s backlog has been reduced as part of this work.

**Action 2398: Force to provide the PCC with the NPCC’s update guidance on mobile phone extraction for information and the report relating to the Force’s position on this matter.**

1. **Brecon Estates Project**

The PCC stated that a report had been received from the Strategic Estates Board. The CFO stated that it was important to strengthen the report in a number of areas including the wider decision making process behind the report, and the impact on the revenue budgets. The DCC outlined a number of matters that the Strategic Capital Build Board had advised on regarding the projects, including a 10-year model up to a 50-year model for the project which supported the decision making process.The CoS stated that it was important for the decision regarding the project to be prioritised in order to progress with the project and proposed that an extraordinary Policing Board be held on 4th August following the Policing Accountability Board.

**Action 2399: Brecon Estates Project to be considered alongside the next Policing Accountability Board on the 4th of August.**

1. **Costed Training Plan**

GM attended the meeting to provide an overview of the costed training plan for the Force.. The Force is currently reviewing the plan with a view to starting training in October. The Force has responded to individuals making requests for training to establish whether it is still required as a result of the pandemic. GM stated that work had been conducted on virtual learning, and that students taking part in the PEQF had been able to successfully complete their training using WebEx which is a virtual communication platform. GM stated that a review had been conducted of required future training and whether the training can be provided virtually when the Covid-19 pandemic comes to an end.

GM stated that collaborative work was also ongoing with South Wales with regard to purchasing a training package for first aid which would enable to Force to commence the theory aspect of the course this year and arrange the practical aspect following the pandemic.

It was noted that savings had been made in the year with regard to travel and accommodation as training was cancelled with the outbreak of Covid-19. GM stated that there would be an inevitable backlog in training which would be addressed as Covid-19 restrictions ease.

The PCC stated that there may be risks involved in cancelling particular kinds of training including first aid. GM stated that for matters such as officer safety training the CC had liaised with the College of Policing who were comfortable delaying the training because the skills were already in place, however this would be reviewed in October to ensure that the mandated training was prioritised.

The PCC queried whether rules had been relaxed for individuals travelling for training to Police HQ and using the accommodation block. GM stated that applications were assessed on a case-by-case basis and individuals travelling less than 30 miles generally were not offered accommodation at this time. The PCC queried whether additional savings had been made as individuals were unable to use hotels. GM stated that prior to the pandemic only exceptional cases were permitted to stay in hotels in Carmarthen rather than use the accommodation block.

The PCC queried what the predicted end of the training review would be. GM stated that the review would be completed in August with a view to taking the recommendations forward for the last six months of the year.

**Action 2400: Gary Mills to provide the PCC with the review of future training which considers which training can be provided virtually.**

1. **Interim Vehicles Contract**

The DoF stated that due to the value of the provision being over £100,000 approval is required by the Board to proceed with the award of contract for behicles during the interim period until a new national contract has been awarded. The contract is due to be awarded in April 2021. The provision includes a supply of a number of low performance beat vehicles, high performance traffic vehicles, cell vans and pool vehicles.

The DoF stated that following a cost comparison exercise that the Force Fleet Manager has conducted based on interim pricing supplied by the national lead at South Yorkshire Police, the recommendation is to award the following contracts to cover the Force for the interim period until April 2021.

The PCC expressed disappointment that the contract did not include a request for electric vehicles, however the DoF stated that this contract was a national contract and that DPP was conducting its own procurement with Gwent Police for electric cars.

**Action 2401: Force to provide the PCC with information regarding its own procurement of electric vehicles.**

The DoF stated that there was concern that charging points for electric vehicles may not be possible to install in Police HQ however discussions were ongoing with the DoE to resolve the matter.

**Decision: The PCC in agreement with the DCC approved the award of the interim vehicles contract based on interim pricing supplied by the national lead at South Yorkshire Police.**

**8. Any Other Business**

1. **Collaboration Spotlight Report**

The CoS stated that a response was required by the OPCC to the report from HMIC, and that an input was requested from Chief Officers. It was noted that the report was under embargo until tomorrow, the 21st of July.

**Action 2402: Force to provide the OPCC with a response to the HMIC’s Collaboration Spotlight Report.**

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| **ACTION SUMMARY FROM MEETING 20/07/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2391** | **Members to provide Mair Harries with requested amendments to the minutes of the previous meeting by the end of the week.** | **All** |
| **PB 2392** | **DG to establish why an FOI from the press relating to police officer convictions had not been answered by Dyfed-Powys Police.** | **DG** |
| **PB 2393** | **DG to provide the PCC with comparative data from other forces regarding police officer convictions.** | **DG** |
| **PB 2394** | **CT to ensure that the OPCC are invited to take part in the individual NEEDS assessment work.** | **CT** |
| **PB 2395** | **The Force’s summary report of the Police and Crime Plan to include additional examples of good work to highlight staff’s commitment to supporting to plan.**  | **Force** |
| **PB 2396** | **Force to provide additional information of areas of business which would benefit from additional support with regard to the Police and Crime Plan objectives.** | **Force** |
| **PB 2397** | **The Force’s engagement with Victims to be discussed at Policing Board in August 2020.** | **Force** |
| **PB 2398** | **Force to provide the PCC with the NPCC’s update guidance on mobile phone extraction for information and the report relating to the Force’s position on this matter.** | **Force** |
| **PB 2399** | **Brecon Estates Project to be considered alongside the next Policing Accountability Board on the 4th of August.** | **Mair Harries** |
| **PB 2400** | **Gary Mills to provide the PCC with the review of future training which considers which training can be provided virtually.** | **GM** |
| **PB 2401** | **Force to provide the PCC with information regarding its own procurement of electric vehicles.** | **Force** |
| **PB 2402** | **Force to provide the OPCC with a response to the HMIC’s Collaboration Spotlight Report.** | **Force** |