



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

Members:	Mr Dafydd Llywelyn, Police and Crime Commissioner (PCC) T/Deputy Chief Constable Liane James (DCC) Mrs Jayne Woods, Chief Finance Officer, OPCC (CFO)
Also Present:	Mr Edwin Harries, Director of Finance (EH) Mrs Carys Morgans, Chief of Staff, OPCC (CM) Mrs Claire Bryant, Office Manager, OPCC (CB)
Apologies:	Chief Constable Simon Prince QPM (CC) Insp. Mark McSweeney, Staff Officer (MMS) Mr Adrian Williams, Director of Resources (DoR)

ACTION SUMMARY FROM MEETING 01/08/16

Action N°	Action Summary	Progress
PB 2024	MMS to share Terms of Reference for NPT work with CM	Discharged
PB 2025	ACC to provide PCC with schedule of current work being undertaken	Ongoing
PB 2026	Revised Terms of Reference for NPAS to be shared with the PCC	Discharged
PB 2027	PCC to raise the issue of the firearms application process with the Chief Executive of Hywel Dda Health Board	Discharged
PB 2028	ACC to update the PCC on the Firearms Licencing performance in October 2016	Ongoing
PB 2029	CFO, Director of Estates and DoR to develop a detailed business case in relation to the refurbishment of the accommodation block	In progress
PB 2030	DCC to provide PCC with update on progress relating to Welsh Language Standards in advance of his meeting with the Welsh Language Commissioner	In progress
PB 2031	CM to update the PCC following the Information Assurance Board meeting	Discharged
PB 2032	Minutes of Policing Board meetings to be circulated internally to staff prior to publication on the OPCC website	In progress

DECISIONS ARISING FROM MEETING 17/08/16		
Decision N°	Decision Summary	To be progressed by
PB T2 04	That the contracts for the PSB staff be extended until 31st December 2016 to allow the conclusion of the complaints handling review	CM

Minutes of meeting held on 1st August and matters arising

The PCC noted an amendment to the wording of action PB 2027, stating that he had raised the matter with the Chief Executive of Hywel Dda Health Board. He considered it wise to follow up the discussion with a formal letter to detail the concerns. The CFO stated feedback received from the firearms licencing department detailed the issue was more complex than initially perceived. The Home Office have imposed new regulations which GPs are finding challenging to comply with. The CFO had prepared a briefing for the PCC's consideration which she would share following the meeting.

Action: Letter to be sent to Chief Executive of Hywel Dda Health Board detailing concerns with firearms licencing

CM highlighted that the minutes referenced fines from the Information Commissioner (ICO), but there had only been one. The minutes were amended to reflect this. The DCC provided an update on the 3 outstanding information breaches being investigated by the Information Commissioner would not result in fines as the remedial action taken had been recognised as sufficient. The PCC stated this was excellent news.

PB 2022 - The PCC stated that a meeting had been scheduled with the Chair of the Independent Advisory Group.

PB 2023 - The review of the Public Service Bureau (PSB) and police complaints handling was ongoing. CM stated that a new member of staff would be starting in the PSB on Monday and a member of staff from the Force Communication Centre (FCC) would start on the 15th September as interim measures to allow the Quality of Service Manager to conduct the review. Timescales for the review had not yet been agreed. It was suggested an update on the review be provided at the Policing Board meeting on 28th September. CM stated that the current contracts for PSB staff were due to expire at the end of September, and requested that the PCC consider extending the contracts for a further 3 months to allow the review to be completed. The PCC approved with agreement of the group.

Action: Update on PSB review to be provided at the Policing Board meeting on 28th September

Decision: That the contracts for the PSB staff be extended until 31st December 2016 to allow the conclusion of the complaints handling review

PB 2025 – The PCC clarified this related to the Integrated Offender Management work, which was ongoing.

PB 2026 – The DCC stated that a report would be provided for each Policing Accountability Board detailing the requests for service and value for money of the National Police Air Service (NPAS). The DCC assured that Superintendent Huw Meredith constantly reviews usage statistics, and the matter will continue to feature in the operational update at Policing Board meetings. The PCC stated he had visited the NPAS base recently as part of his introduction to the NPAS Board. It was agreed a press release be sent out announcing the PCC's appointment to the Board.

Action: Press release announcing PCC's membership to the NPAS Board to be sent out

PB 2028 – The DCC stated that the matter had been discussed at the Chief Officer Group meeting last week, and it had been decided that three temporary members of staff be placed in the firearms licencing department to address the issue whilst a longer term review be conducted.

PB 2029 – EH stated that detailed work was ongoing, with a sense of urgency as new recruits would be starting soon. A detailed discussion took place, with the EH giving assurance that the finances were viable, with a 5.6 year return on investment. The DCC raised concern over the security of recruits and was keen to progress the project. The CFO had requested further detailed background to the figures, and considered that the security and welfare concerns iterated needed to be reflected in the business case. It was also suggested that an opening statement to detail the aim of the business case be included. CM acknowledged that whilst both parties were supportive of the concept, the CFO continued to seek assurance that the finances were viable. The DCC suggested the business case be brought to the next Policing Board meeting for a decision. The CFO also noted the requirement to consider the project within the wider estates programme of works and the impact on timescales for the work to be completed.

Action: Finalised HQ accommodation business case to be discussed at the next Policing Board

PB 2030 – The Equality and Diversity Manager has prepared a briefing which will be provided to the PCC in due course. It was confirmed that the Force Welsh Language Board links to a regional board. CM raised that the OPCC had previously been represented on the Board and queried if this should be re-established. This was agreed by members, on account of the joint Welsh Language Scheme.

Action: CM to represent the OPCC on the Welsh Language Board

PB 2031 – CM stated she had provided the PCC with an overview, and that significant work was required to comply with the ICO and HMIC action plans. A discussion was required to ascertain how the OPCC can support this work. The DCC assured that full action plans were now in place, with Chief Officers responsible for work areas and feedback would be brought to the Governance Board. The DCC considered the progress so far was good, with the work becoming more manageable. Work was ongoing to establish appropriate governance structures to ensure full visibility of workloads.

PB 2032 – the PCC confirmed that it would be appropriate to simultaneously publish minutes of Policing Board meetings internally and externally. The DCC expressed that staff should also be notified when minutes of Chief Officer Group and the Gold Asset Board are published, in order to demonstrate the progression of decisions being made.

Deputy Chief Constable's update

The DCC provided an overview of key operational incidents, including a significant case of pension fraud which Rob Thomas, Financial Investigator had been instrumental in investigating. The PCC queried the number of referrals DPP have made to the Asset Confiscation Enforcement (ACE) team in the Regional Asset Recovery Team (RART). The DCC stated the information was being sought, along with the percentage of proceeds of crime which return to DPP.

Action: DCC to inform PCC of number of referrals DPP makes to ACE in the RART

NPAS support had been requested three times in the last week, two of which they had attended and one was cancelled after one minute.

The DCC reported that there had been a good police presence at the Brecon Jazz Festival, with no major issues, and officers were currently in attendance at the Pembrokeshire Show. Preparations were underway for the Green Man Festival next week.

Six members of staff were currently suspended.

The senior leaders' event led by Helen Morgan-Howard and Paul Morris had been a success. Topics discussed included horizon scanning, future corporate governance planning and coordination. The PCC was due to be involved in the next event in order to discuss the Police and Crime Plan consultation. The CFO queried if Gold, Silver and Bronze Board structures were remaining the same following the consultation. The DCC stated the structures would remain, but the ACC was looking to rationalise some of the Silver groups under the Gold Operations and Communications Boards. The PCC was grateful for the collaborative approach being undertaken between the Force and OPCC with regards to governance arrangements. It was clarified that the structure above Gold Boards would be determined by the PCC and the new CC following their appointment. CM raised the need to establish how the OPCC are represented on the Boards. The DCC

was happy to involve the OPCC, but stated the need to sustain a “sterile corridor” to protect sensitive information such as covert operations and Professional Standards. The PCC agreed with this.

The DCC stated a Black and Minority Ethnic (BME) engagement event was scheduled for 7th September and invited the PCC to attend and support. It was confirmed that the PCC was unavailable due to CC interviews, but it was agreed that the PCC would record a podcast to be used at the meeting.

Action: PCC to record a podcast for the BME event on 7th September

Police and Crime Commissioner’s update

The PCC stated that the recruitment of the new CC was ongoing, with some initial interest received. The PCC thanked his office, in particular CM for the work undertaken to date.

The PCC reported that he had carried out an internal restructure of his office, with some posts due to be advertised and some turnover of staff.

CM stated the Police and Crime Panel were currently advertising for new independent members, and the current Chair, Andy Edwards, had confirmed he would not be putting himself forward for another term of office. The PCC stated Mr Edwards’ work of the previous period was invaluable with his wealth of knowledge and experience. The PCC understood Mr Edwards’ decision but was personally disappointed that he would be stepping down.

Consultation was underway for the new Police and Crime Plan, through the Royal Welsh and Pembrokeshire Shows, online survey, partners’ consultation, staff and a series of business breakfasts during small business week.

The DCC stated the Force governance structures need to follow the new Police and Crime Plan, and these would not be progressed until the Plan was confirmed. It was agreed that the timetable for the development of the Plan would be shared with the Force.

Action: OPCC to share timetable for development of the Police and Crime Plan with the Force

The PCC stated the strategic assessment would feature in the Plan, and the DCC stated a seminar had been arranged for senior leaders to discuss the strategic assessment. EH stated that much work had been also undertaken in regards to the Strategic Policing Requirement, which also needed to be taken into account.

Chief Finance Officer's update

The CFO stated the deadline for the Transformation Fund bids were due to be submitted by 2nd September, with work being coordinated by the External Funding Manager and ACC. The CFO suggested the tight timescales were proving challenging for all Forces as the projects would need to be completed within the current financial year. The DCC suggested it useful to develop bids throughout the year in readiness for applications opening. The CFO agreed this was a good idea but unfortunately it had not been possible to do so on this occasion as this fund was an unexpected additional on top of the Innovation Fund bid process.

Updates

Estates matters - custody arrangements

EH stated the feasibility study for a joint custody suite for DPP and South Wales Police had been completed. The study confirmed the proposal to be operationally feasible and presented the potential for significant savings. EH stated the full study would be presented to the relevant CCs prior to discussion at the All Wales Policing Group meeting. The DCC highlighted that the impact on the provision of custody services such as Appropriate Adults need consideration. The PCC stated this would also be true for Carmarthenshire. The CFO was pleased to hear the matter was progressing and considered the developments critical in terms of understanding the implications on current remedial works undertaken at Brecon police station.

Future Pembrokeshire policing needs

The CFO stated that Pembroke Dock and Milford Haven stations are in very poor condition. She understood the results of a review of the policing needs in Pembrokeshire were due in order to decide future facilities requirements. The DCC considered this to be part of the demand work and neighbourhood review. The DCC stated the ACC would be able to provide an update on the matter. The PCC considered this an important matter as the PCC had discussed opportunities for co-location with Pembrokeshire County Council. The CFO requested timescales for the review be confirmed as delayed decisions would cost money, even though only essential works were being carried out. For example the boiler in Pembroke Dock was in a perilous condition and required £100,000 of work to be undertaken on it.

Action: ACC to provide an update on the Pembrokeshire policing needs at the next meeting

Any Other Business

The DCC stated that she was continuing to lobby regarding concerns over the funding for ports, and was due to meet the Director General of the National Crime Agency and the National Coordinator for Special Branch on Friday.

The CFO queried the outcome of the Association for Chief Police Officers Terrorist and Allied Matters (ACPOTAM) bid regarding CCTV at the ports. The DCC agreed to let the CFO know.

Action: DCC to confirm the outcome of the ACPOTAM ports CCTV bid

ACTION SUMMARY FROM MEETING 17/08/16		
Action N^o	Action Summary	To be progressed by
PB 2033	Letter to be sent to Chief Executive of Hywel Dda Health Board detailing concerns with firearms licencing	CFO
PB 2034	Update on PSB review to be provided at the Policing Board meeting on 28th September	CM
PB 2035	Press release announcing PCC's membership to the NPAS Board to be sent out	CM
PB 2036	Finalised HQ accommodation business case to be discussed at the next Policing Board for approval to proceed	EH
PB 2037	CM to represent the OPCC on the Welsh Language Board	CM
PB 2038	DCC to inform PCC of number of referrals DPP makes to ACE in the RART	DCC
PB 2039	PCC to record a podcast for the BME event on 7th September	OPCC
PB 2040	OPCC to share timetable for development of the Police and Crime Plan with the Force	OPCC
PB 2041	ACC to provide an update on the Pembrokeshire policing needs at the next meeting	ACC
PB 2042	DCC to confirm the outcome of the ACPOTAM CCTV bid	DCC