

**Meeting: Policing Board**

**Venue: OPCC Conf. Room**

**Date: December 6th 2019**

**Time: 09:00 – 12:30**

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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)  Chief Constable Mark Collins (CC)  DCC Claire Parmenter, DPP (CP)  Carys Morgans, Chief of Staff, OPCC (CoS)  Beverley Peatling, Chief Finance Officer, OPCC (CFO) |
| **Also Present:** | Glan Thomas, Assistant Director Scientific Support (GT)  Chief Inspector Richard Hopkins, DPP (RH)  Heddwyn Thomas, Director of Estates (HT)  Mark Richards, Disclosure Supervisor (MR)  Caryl Bond Assurance and Policy Support Officer (CB)  Staff Officer Justin Evans, DPP (JE)  Donna Cronin, Business Support (DC) |
| **Apologies** | DoF Edwin Harries, DPP (EH)  T/ACC Vicky Evans, DPP (T/ACC)  Mair Harries, Executive Support Officer (MH) |



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| **Action No** | **Action No** | **Action No** |
| **PB 2389** | The Business and Innovation Department staff structure to be shared with the PCC | **Completed** |
| **PB2390** | Board members to gain a thorough understanding of what DPP’S establishment figure will be by March 2021, which should include the uplift of 42 officers which has previously been confirmed. | **Complete** |
| **PB2391** | A joint letter from DPP and the OPCC to be drafted and sent to Policing Minister Kit Malthouse in relation to Operation Uplift. | **Complete** |
| **PB2392** | OPCC to contact Aberystwyth University in relation to their project on rural hate crime to establish what data they require from DPP and other forces in Wales to inform their research. | **Discharged to Stuart Bell** |
| **PB2393** | The PCC to be provided with a full list of scenarios suggested for DPP by the Response Profiler. | **Complete** |
| **PB2394** | The PCC to be provided with a timetable for the implementation of the demand piece. | **Complete** |
| **PB2395** | OPCC’s DoC to review providing a bespoke service for child victims of crime. | **Ongoing** |
| **PB2396** | MH to draft a letter to NWP and Gwent Police regarding cross border working between theirs and DPP’s rural crime teams. | **MH?** |
| **PB2397** | MH to publish on social media regarding #AntiSlavery day which falls on the 18th of October | **Complete** |
| **PB2398** | CN liaise with the EFA regarding the Safer Streets Fund and potential bids from DPP. | **Discharge** |

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| **DECISION SUMMARY FROM MEETING 06/12/2019** | | |
| **PB T2 106** | **PCC happy to support decision on tender to hosting with North West happy with direction of travel and costing is within budget.** | **Force/OPCC** |
| **PB T2 107** | **PB agreed to second phase of Independent Custody Observers Pilot to go ahead in January 2020 which will be done in the custody suite.** | **OPCC** |
| **PBT2 108** | **PCC happy to support the decision on tender to hosting with North West happy with direction of travel and costing is within budget.** | **OPCC** |

**2 )Update on actions from previous meetings**

It was agreed that with two acronyms amended on page 6, the minutes of the previous meeting hosted on the 18th of October were true and accurate reflection of the meeting.

Acronyms need to be amended on page 6 of previous minutes CSR to Comprehensive Spending Review and CRB to Criminal Records Bureau.

**3) Chief Constable’s Update**

**Operational update**

The DCC provided the Board with an update on operational matters. Currently there are three PC’s and one PCSO suspended. The PCSO has been interviewed, DCC explained that the delay was with IOPC due to further allegations.

CC keeping PCC updated on matter regarding this investigation. An all user email was sent out and DCC explained rationale behind that. DCC also provided summary of good police work to PCC and information on 12 low level assaults on police officers.

DCC provided update on the death in police custody and highlighted the importance of CCTV within custody. Welfare support has also been provided to officers involved.

PCC requested further information on incident in Newtown on traveller’s site which required 75 police officers present as it attracted a lot of press. DCC informed PCC that due to the intelligence received, mutual aid was required, NPAS were also involved along with assistance from other Forces. Positive feedback was received from the way that the operation was managed.

**Action: Staff Officer to check if NPT have attended any council meetings following the operation and for reassurance to be provided to the public. CoS also suggested to make connections with the organisation Travelling Ahead due to the nature of the operation.**

**3b) Organisational Update**

DCC updated Board with some organisational deadlines. HMIC work is currently ongoing and CC will be meeting with Wendy Williams on 17th of December.

A consultation meeting with representatives from HR and Unison has taken place to discuss the departmental restructure. There were no major issues raised on the day, however a couple of queries were received post meeting. It is hoped that the new structure will go live on the 6th of January 2020.

A discussion ensued in respect of the management structure of the department, with a number of senior police officers. This was discussed at length and the PCC was advised of the rationale in terms of providing greater operational resilience.

CFO advised that Business Improvement Manager should be linked up to DoF to help with efficiency plans going forward. DCC agreed and confirmed that it will be added in to the plan.

PCC posed a question on how collaboration fits in with the restructure and suggested that the work could link with Business Improvement Manager Role. PCC advised that there needed to be a link between the department and the OPCC.

**Action CoS to meet with Dave and Gary for joined up approach.**

DCC moved on to provide an update on the Demand work. Superintendent Gary Davies (GD) has been appointed with Terms of Reference completed. Discussion moved on to confirm that the Response hub will go live on the 1st of May 2020 and that mandatory consultations will be required once rotas have been changed. DCC informed the Board that a Project Delivery Group is currently being established and that someone from OPCC will need to sit on the group. DCC thought that it would be a good opportunity for Chief Superintendent Dave Guiney and Superintendent Gary Davies to attend next PB to provide definitive answers on next steps of Demand following their meeting with DCC on the 10th. This will provide reassurance to PCC that matters are being progressed between now and May.

When looking back at actions from PAB CFO noticed that a meeting was scheduled for 5th of May 2020 which will need to be re-scheduled to PCC elections.

**Action DCC to send invite to representative of the OPCC to sit on Project Delivery Group.**

**Acton: PAB scheduled for 5th of May to be changed.**

**4. Police and Crime Commissioner’s Update**

No Update was provided in relation to this further than the written update due to time constraints.

**5. Standing Items**

**a) Data Protection**

Mark Richards Supervisor of the Force Disclosure Unit provided an update on the department and their workload.

There has been a 100% increase in Subject Access Requests since there has been no requirement for them and the department are successfully responding to them within the 28 day period for responses.

Freedom of Information requests are numerous and the statutory time frames is challenging. To assist with matters a number of additional individuals received training which have resulted in the number of overdue requests reducing from 160 to the 30 showing a positive impact to the training.

Due to there still being overdue requests and being non-compliant there are concerns that this could lead to complaints being made. However it was stated that there have been no concerns relating to this by inspections. When compared to other Forces they are also regularly non-compliant with this area of work.

PCC queried what strategies were put in place to ensure more information being available in the public domain. Work was ongoing in relation to this, such as the Publication scheme. This will look at getting information published so that is accessible to the public. DCC reassured that on an all Wales basis our Force is doing well in dealing with request.

This area of work is ongoing and an update will be provided when available.

PCC moved on to discuss the Information Assets and requested if MR had any concerns as the supervisor for the department. MR raised concerns that there are occasional breaches which requires officers to be reminded about security of documents. With regards to agile working clear guidance will need to be issued.

DCC also provided PCC with some information on the Information Assurance Board as DCC is currently chair of the board. DCC informed that Information Asset Owners across the organisation have recently been provided with training by Sancus. Since the training there has been a lot of progress. There is a separate Risk Register relating to Information. The Systems auditor identified that 70 systems required auditing.

**6) Three weekly focus: Prevention.**

Neighbourhood Policing Report.

The detail of the report provided was considered with CoS stating that the information will help inform the PCC’s report to the Police and Crime Panel in January on Prevention.

PCC informed that following the All Wales Policing Group meeting they are looking for someone to coordinate analytical work across Wales. DCC also stated that they would look at using the analytical capability of this unit to support the Neighbourhood Policing Team work.

PCC reiterated that NPT’s engagement with communities needs to be meaningful.

PCC also noted for action to be taken forward that County Councillors and town councillors are briefed on the new NPT structure.

DCC informed that the performance framework which has been started will assist in evaluating the structure. There were previously no way of measuring outputs.

CoS requested some information on Problem Orientated Policing (POP) to feed in to report and added that the report to the Police and Crime Panel will include information on commissioning activities in relation to prevention as well as referring to Goleudy in terms of support available. CoS also advised on the change in legislation in relation to the community trigger, which now involves the PCC as the route for making an appeal. The Quality of Service Manager is currently working on that element of the work.

It was agreed that a representative from the OPCC meet with Inspector Sean Bowen and Sergeant Dawn Fencott- Price in relation to POP which would explore what they are doing centrally in relation to POP and how it is evidenced. Are they keeping records and are there case studies available? The PCC asked how much has been explored by looking at academic involvement of an institution like criminology department or police studies in that activity that could link in to it? These questions will be discussed in meeting between OPCC and the officers involved.

**Action Staff Officer to brief County Councillors on NPT structure**

**Action SO to provide more information on POP**

**Action someone from OPCC to meet with Sean Bowen and Dawn Fencott Price for information on POP.**

**7. Matters for Discussion**

a) Independent Custody Observers Pilot (ICOP) update.

Caryl Bond (CB) from the OPCC provided an update on the Pilot which started in September. There have been two reports one in September and one October with November’s report currently being written. Main concerns that came from the reports were the lack of detail recorded on custody records. Prompts are going to be put in the risk assessment to resolve this.

**Action Caryl Bond to provide update to Force Custody Board**

DCC queried if records are being measured against video footage and suggested dip sampling CCTV as part of scrutinising as it may be a case that discussion with Sergeant has been verbalised and not recorded on the form.

DCC said having spoken to one of the ICVs in the CCTV event there has been positive feedback from ICV in relation to Force engagement.

PCC posed a question in relation to the use of appropriate adults and parents being the appropriate adult. CC and DCC confirmed that the parent is the first choice however depending on the circumstances they may need to go through the appropriate adult scheme.

The Director of Estates confirmed that all CCTV and audio in custodies have been updated.

**Action Caryl to send report to ACPO.**

CB informed that the second phase of ICOP will be more intrusive with increased observation, which will include people being booked in to custody, risk assessment and being booked out. There will be a refresher training provided in January to ICVs.

Record reviewing will be carrying on but will be trialling day visits to custody suites in Haverfodwest and will then seek the views of CC and DCC in relation to the value being added.

**Decision: PB agreed to second phase of ICOP to go ahead in January 2020**

DPP are one of five forces doing this scheme and Chief Officers agreed with PCC that the scheme would be good evidence for HMIC inspection.

**Action CB to send evidence over to Elaine Bendall and Jamie Stevens**

ICOP event will be on the 28th of Feb PCC requested Welsh Government to be invited and NPCC custody lead.

**Action: CB to send invite to Welsh Government**

**7b) Brecon and Llanelli Estates build**

The Director of Estates delivered a presentation to the Board on the Brecon and Carmarthenshire build.

The purpose of delivering the presentation to the Board was to gain support on the next phase of the project.

DoE provided a breakdown of costs and needed reassurance from PB that they were comfortable with these cost to move forward. DoE advised that dates can be pushed back if further consideration was needed with PB.

A number of options were considered in detail and what options were best suited to deliver a service for the public of Dyfed-Powys.

In relation to Llanelli land DoE advised that DPP solicitors are currently in discussion with Welsh Government solicitors.

CoS raised some concerns with the timing of the public Consultations which are during the lead up to the PCC elections. Consultations will be on the facility and layout of the build.

**Action CoS to write report to explain reasons for Public Consultations to go ahead**

DoE moved on to discuss the situation of the Brecon station and advised that they are currently working with WAST and the Local Authority.

DoE provided costs but confirmed these were not final and that more detailed business case will be provided.

DoE informed the Board that he will be having a meeting with Welsh Government on how they can assist with the collaboration hub. PCC suggested that this would be a good opportunity to show Welsh Government the FCC.

**Action DoE to have one to one meetings before the 17th of December to discuss costs of Llanelli build.**

**7c) Record Management System Tender**

PCC received update from Chief Superintendent Dave Guiney and Marie McAvoy outside of PB and as such PCC happy to support the decision on tender to hosting with North West happy with direction of travel and costing is within budget.

**Decision PCC agreed to decision on tender and supportive of direction of travel and costs.**

**7d) Agile working**

Chief Inspector Richard Hopkins (RH) provided a report to the Board on the new agile working policy.

RH advised that roles are currently being determined as being fixed working, field working or agile working. They are also exploring what other bases can be used for agile working which will take the pressure off HQ with upcoming operation uplift and pressures of parking. This will also accommodate the new vulnerability hub which requires additional desk space.

The Board were in agreement that the introduction of agile working is supporting the Sustainability agenda and will reduce carbon footprint.

RH advised that guidance will be provided in the next phase to facilitate the implementation of the agile working policy.

Discussions moved on to discuss the clear desk policy that needs to be implemented to de-personalise the work desks which will assist with the agile working policy. Timescales for completion of the project is March 2020. DoE reassured the Board that furniture would be re-used across the estate where possible.

CFO commented on how the financials needs to be implemented into the business case to ensure that we are efficient. This will then need to go to the finance, Efficiency and Futures Board.

**Action final version of agile working policy to be sent to CoG.**

**7e) Call for evidence**

**Strategic review of Police Foundation**

PCC feels a Joint Response needed. The DCC was in agreement of this and confirmed that it would be passed on to Chief Superintendent Dave Guiney.

**Action OPCC to send over response to CC**

**F) NPCC Forensic Marketplace Strategy Board**

Glan Thomas (GT) provided an update to Policing Board on the current position of Forensic Market place Strategy Board and Transforming Forensics. GT informed the Board that Transforming Forensic has had some difficulties in last few years with regards to quality failings and financial instability which has caused national concerns.GT reassured the board that the concerns are being dealt with, and progress has been made in addressing the issues there are two main areas causing concern which are drugs and toxicology.

GT gave reassurance that through working as part of West Coast Consortium which includes 19 Forces they are tacking national issues. Contracts are due to expire in March 2020, however a collective decision has been made to extend the contract for two years. 30% uplift has been given nationally to provide stability within the marketplace.

GT informed that all forces contribute to the cost of West Coast Consortium which GT feels is an effective service.

**Action: Response to letter from PCC required from Gaynor Maddocks NPCC?**

**G) Single Equality Plan update**

A Report was provided to the Board for confirmation that they are happy with the direction of travel in terms of consultation. PCC advised language for the gender pay gap needs to be changed as the gap is due to the number of female officers not because a female is earning less.

**Action SO to amend SEP report with regards to gap is due to less female officers and not due to gap in pay.**

**Action CoS to decide who will be leading on next steps of SEP in relation to consultations on diverse communities.**

**8. AOB**

**a) Back Record Conversion Update**

No issues of concern from Force or PCC

**8b Letter from Pencader Community Council**

Letter concerning operational matters OPCC to provide letter to Staff Officer and for an update to be provided to OPCC so that PCC can respond.

**Action: SO to look in to the concerns raised in letter and provide a response to OPCC in order for a response to be sent to Pencader Community Council from PCC.**

**8c Collaboration with the National Stalking Helpline**

PCC happy to support in principle but would like to CoS to check if it is within budget for ongoing commitment cost is £1,000 per year before making a decision.

Need to ensure if we are supporting it that it is made public so that the public are aware of support. PCC happy to support but need to ensure that Goleudy are aware and that it is promoted on Force material.

**Action CoS to check if it is in budget and to check through APCC if it needs to go through general meeting to see if other Forces are contributing.**

**d) Letter from CC Goodman – FORTIS**

No concerns in relation to this.

**e) APCC Pledge – To gather more information and to put on Agenda for the 17th of December**

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| **Action No** | **Action No** | **Action No** |
| **PB2399** | MH to amend acronyms from previous meeting CRB, Criminal Records Bureau and CSR Comprehensive Spending Review. | **MH** |
| **PB2400** | PCC to respond to APCC / NPCC letter in relation to Transforming Forensics Programme – Forensic Capability Network | **PCC** |
| **PB2401** | Caryl Bond to provide update to Custody Board in relation to ICOP | **CB** |
| **PB2402** | Caryl Bond to send evidence papers to SO | **CB** |
| **PB2403** | Caryl Bond to send invitation to ICOP conference to Welsh Government and NPCC custody lead | **CB** |
| **PB2404** | Final version of agile working policy to be sent to CoG | **Richard Hopkins** |
| **Pb2405** | In relation to Brecon and Llanelli Estates Build, CoS to seek legal advice in relation to public Consultation during PCC election period | **CoS** |
| **PB2406** | DoE to arrange one to one meetings with CC and DCC once he has had confirmation that the figures are correct. | **DoE** |
| **PB2407** | In relation to operational activity in Newtown, NPT to attend council meeting and provide reassurance to public. | **Staff Officer** |
| **PB2408** | CoS to meet with Chief Supt Guiney in relation to the new departmental structure to discuss opportunities for working with the OPCC | **CoS** |
| **PB2409** | PAB May 5th 2020 to be rearranged | **MH** |
| **PB2410** | Chief Supt Guiney and Supt Gary Davies to attend PB on the 17th of December in relation to next steps of Demand | **Staff Officer** |
| **PB2411** | SO to provide information on POP | **Staff Officer** |
| **PB2412** | Representative from OPCC to have meeting with Sean Bowen and Dawn Fencott-Price for information on POP | **Jess Williams** |
| **PB2413** | In relation to Agenda Item 7e call for evidence a Joint response is required. OPCC to send response SO | **Claire Bryant** |
| **PB2414** | In relation to SEP update, language needs to be amended to show that gap is due to the female officer numbers and not between pay | **Staff Officer** |
| **PB2415** | In relation to the next steps of SEP Update, CoS to decide who will lead on activity in relation to consultations with diverse communities due to staff leaving. | **CoS** |
| **PB2416** | Decision on Collaboration with the National Stalking Helpline. CoS to check with APCC to see if it needs to go through a general meeting before a decision can be made. | **CoS** |
| **PB2417** | APCC Pledge to be put on the Agenda for 17th of December | **MH** |
| **PB2418** | SO to look in to letter provided from Pencader Community Council and provide update to OPCC so that a response can be provided | **Staff Officer** |
| **PB2419** | DCC to send invite to representative in OPCC to sit on Project Delivery Group which has been set up in relation to the Response Hubs. | **DCC** |