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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Chief Constable Mark Collins (CC)DCC Claire Parmenter, DPP (DCC)ACC Emma Ackland, DPP (ACC)Carys Morgans, Chief of Staff, OPCC (CoS)Beverley Peatling, Chief Finance Officer, OPCC (CFO)DoF Edwin Harries, DPP (DoF) |
| **Also Present:** | Chief Inspector Richard Hopkin, DPP (RH)Director of Estates Heddwyn Thomas, OPCC (DoE)Supt Craig Templeton, DPP (CT)Steve Cadenne (SC)Supt Ifan Charles (IC)Alison Perry, OPCC (DoC)DCI Anthony Evans (AE)Insp Justin Evans, DPP (JE)T-PS Tanya Grey, Staff Officer, DPP (TG)Mair Harries, Executive Support Officer, OPCC (MH) |
| **Apologies** |  |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 2nd of July 2020**

**Time: 13:30 – 16:00**



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| **ACTION SUMMARY FROM MEETING 02/06/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2480** | **Board members to provide their amendments to the minutes of the 23rd of April to MH as soon as possible in order to translate and publish the document.** | **All** |
| **PB 2481** | **Force to provide the PCC with further information on the number of BAME individuals issued fixed penalty notices by DPP.** | **Force** |
| **PB 2482** | **Situation report including a Force recovery plan to be provided to the PCC by the next Policing Board on the 2nd of July.** | **ACC** |
| **PB 2483** | **MH to circulate the PCC’s letter regarding his concerns about NPAS to the 4 Chief Constables and other 3 Commissioners in Wales.** | **MH** |

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| **Decision No** | **Decision Summary** |
| **PB T2 123** | **To introduce a system where ICV would engage with detainees via telephone / skype and to continue the dip-sampling of custody records on a fortnightly basis.** |
| **PB T2 124** | **The Commissioner supported a decision to fund £20,000 from the Force Operational Budget to the Police Arboretum Memorial Trust (PAMT).** |
| **PB T2 125** | **The Commissioner in agreement with the Chief Constable approved a proposal to proceed with Option A1 in relation to the Llanelli Custody Building Project.  The Commissioner agreed to continue with the current design but with an understanding that a revised total will result as part of the value engineering and any savings identified, this will be achieved as the project progresses through RIBA stage 3.** |

**2. Minutes of Previous Meetings**

The PCC extended his thanks to the outgoing Staff Officer Justin Evans for his work and support over the past few months, and wished him well in his new posting.

**3. Chief Constable’s Update**

**3a. Operational Updates**

The CC provided an update on a range of matters including a national increase in suicide numbers, good police work from the Neighbourhood Policing Teams (NPTs) who are actively linking in with the response teams, and the arrest of travelling criminals carrying drugs into Carmarthenshire. It was noted that Covid-19 regulations were due to change on Monday the 6th of July and that the Force was engaged with Welsh Government on how to manage increased travel and shops opening over the next few weeks.

**3b. Organisational Updates**

It was noted that two PCs are currently suspended from duty. The CC had a positive meeting with Wendy Williams (HMIC) the previous week and noted that the Force continued to maintain evidence of good practice moving forward.

**4. PCC’s Update**

**4a. Local**

The PCC provided an update on his engagement with local organisations including a meeting with his Independent Custody Volunteers and Animal Welfare Volunteers over Skype to thank them for their commitment, as well as virtual engagement opportunities with organisations in Powys the previous week. The PCC stated that the Local Criminal Justice Board would take place next week.

The PCC also stated that he hosted a Commissioning Advisory Board that morning to establish how services were adapting to support victims during Covid-19. He had been reassured by the information shared during the meeting.

**4b. National**

The PCC stated that he continues to have weekly dial-ins with the other Commissioners in Wales and Welsh Government representatives as well as attending discussions on other national matters including the National Police Air Service. The PCC advised the Board that he would be handing over the chairing of the Policing in Wales meeting with the other Commissioners and four Chief Constables in Wales to PCC Alun Michael over the coming weeks.

**5. Standing Items**

**5a. Risk**

The Board considered a highlight report of organisational risks, which provided an update on the highest scoring risks, improved areas of corporate risk and new areas of corporate risk. The report also provided an update on COVID-19 related risks. The DoF referred to the Police National Computer (PNC) risk, stating the Force went live during that week on the process of custody records. He noted there are still quality issues and data issues however these were being progressed, which in time would reduce the risk to the organisation.

**5b. HR**

SC provided an update on a number of HR matters including uplift numbers. It was noted that DPP need to provide monthly updates to the Home Office on their baseline, with predicted numbers for officers. Current predictions are that the organisation will be 14 over establishment against the baseline at the end of March 2021. It was noted that a number of officers were joining the Force over the next few months including an intake of 24 in September 2020 and 24 in March 2021. 5 transferees joined in June 2020 and a further 4 would join in October 2020.A discussion ensued regarding the decreasing number of officers retiring and leaving the Force. This mirrors a national pattern due to concerns over the future as a result of Covid-19.

**Action 2484: SC to provide an update report for the Board during the next HR update at Policing Board.**

The PCC questioned the Force response to the Black Lives Matter protests over the past few weeks and queried what kind of training would be available to staff. IC stated that the Force was working with the University of South Wales to engage with BAME students and understand how the Force can attract more BAME intakes. The CC stated that this piece of work has been ongoing for a prolonged period of time and that the Force was and had always been committed to recruiting more BAME officers. The CC stated that two BAME officers are joining the Force as part of upcoming intakes.

SC updated the Board on special constable recruitment, stating that over 70 applications had been received. There would be an intake of special constable officers in October. SC stated that a lot of work was ongoing with the University of South Wales with regard to recruiting specials with a view to supporting them to becoming police officers.

SC stated that staff have not been taking leave due to holidays being cancelled in response to Covid-19 and that discussions were held with managers to ensure that staff wellbeing was being considered with regard to taking time off. This would be clearly communicated by Chief Officers via a Film Friday.

It was noted that the response rate to the DAP system this year as of the 30th of June was 86% which is a positive response compared to other years.

SC stated that in response to the Investors in People Award received by DPP in 2020, discussions are ongoing with the Force’s assessor in order to support continuous improvement.

**5c. Budget**

The report projected a net overspend of £620k by the end of the financial year, taking into account Covid-19. The budget was impacted by additional costs and losses of income in April and May due to Covid-19 and assumed that Personal Protective Equipment (PPE) use continued as it is at present. The DoF noted that the report doesn’t take into account transfers from reserves and stated that the position in relation to Covid-19 is continually evolving. The Force continually reports on spending in relation to Covid-19 and Operation Uplift to the Home Office.

The DoF noted a small saving in police pay and police staff pay, however there was an overall projected overspend on the budget due to PPE spending and losses in income, equating to £499,000 halfway through the year assuming that everything goes back to normal in October 2020. It was noted that this report gave the financial picture up to May and that more detail would be available in the June report.

The DoF stated that the year to date saving is currently £681,000 with the outturn taking planned recruitment. The DoF stated that decisions need to be made regarding a £1.9m underspend from the previous financial year, and that this along with capital funding would be reviewed by the Medium Term Financial Planning Group next week.

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

Discussions commenced with a review of the number of Enforcement Notices given to members of the Black Asian Minority Ethnic (BAME) community. CT stated that discussions were ongoing between the Ethical Use of Police Panel within DPP and the Quality Assurance Panel (QAP). A meeting of the QAP was scheduled in July which would focus on this issue and hopefully provide a level of assurance regarding engagement with the BAME community during the handing out of Enforcement Notices. This would include a review of Body Worn Video footage to ensure there was no unconscious bias.

CT stated that various staff surveys have been distributed to establish wellbeing across the Force. Good feedback sessions have been conducted by the recovery co-ordination group for partner organisations and local authorities. CT emphasised that the community have been involved in a lot of DPP engagement.

CT stated that DPP were looking to move forward with smarter working practices and ensure the Force doesn’t go back to conducting business as previous to the lockdown period. CT praised work by IT, HR and Estates to ensure that a large number of staff were able to work at home in a very quick turnaround. CT stated that there are benefits realisations in terms of better use of space and that work is ongoing with estates to establish a plan for the future.

CT stated that the Force continued to monitor Welsh Government guidance on social distancing, and emphasised the importance of taking responsibility to ensure staff are safe. An options paper has been submitted to COG to establish DPP’s vision for future working, and a set of parameters and decisions would be made regarding the forward plan for agile working, flexible working, IT and leadership. CT praised the work of managers in ensuring that staff were happy while home-working.

The PCC thanked CT for the work carried out by support staff across the Force, in particular Estates and IT. The PCC also highlighted outstanding work by HR and Occupational Health. The PCC queried what the main activity has been since the previous meeting on the 2nd of June and what progress has been made for the timetable to instigate smarter working. CT stated that SC has created an options paper which will inform the review for agile working and flexible working. SC stated that the learning cell within DPP has researched what other organisations are doing with regard to future planning for agile working which has informed plans for DPP. Consultations have been conducted with the Police Federation and UNISON to ensure that staff welfare is at the heart of future planning. The ACC stated that the learning cell has been instructed to conduct environmental scanning in order to inform planning. The DCC said that consideration should be given to what the Force wants to look like over the next few years with regard to agile working.

**Action 2485: An overview of the options paper for future agile working in Dyfed-Powys Police to be shared with the Commissioner’s Office.**

The PCC remarked on the different skill-sets required of leaders in the organisation including technical know-how and the ability to ensure staff welfare virtually. A discussion ensued regarding a number of training opportunities for staff which would be informed by the Covid-19 experience.

The discussion moved on to the recovery plan. CT emphasised that some staff may struggle to work home and isolate from other staff members. CT also emphasised this issue in relation to service users which may result in delayed demand on services as restrictions are lifted. School Liaison Officers were used as an example, as those officers were redeployed during lockdown however the decision has been made to reinstate them as schools open to ensure that children who are vulnerable have additional support.

CT moved on to work undertaken by the organisational learning team. CT stated that a number of themes have been identified as working well, and others which need further work in order to provide a higher standard. CT stated that theOrganisational Learning Cell are linking in with the College of Policing and the National Police Chiefs’ Council (NPCC) to share good practice and seek learning opportunities. CT also stated that DPP had regular dialogue with the Police Liaison Unit (PLU) to ensure a joined-up approach across forces in Wales.

Demand Cost Benefits Realisation and Areas for Improvement work have all been linked to recommendations by Her Majesty’s Inspectorate of Constabulary (HMIC) in order to capture that work from the beginning of lockdown, in order to establish what good practices can be brought forward into the new phase of recovery. The PCC stated that it would be beneficial to capture the activity as part of the Force Management Statement (FMS) in order to evidence further good work.

**Action 2486: Extraordinary meeting between the Chief Officers, OPCC and the Covid-19 Recovery Team to be scheduled to discuss recovery phase.**

The discussion moved on to reform and how DPP will define itself in the future. This would include how DPP contact the public, how the public can contact DPP and develop a Confidence Strategy to ensure the public are confident in its police force, with clear priorities in line with the Police and Crime Plan. The PCC encouraged having a clear and consistent strategy for the public, and queried whether expectations from the public, staff and officers changed during the lockdown period. The CC said that work was ongoing to capture different viewpoints and establish a way forward. The CoS suggested re-running some of the consultation activity that the OPCC did for the First Point of Contact Deep Dive as part of this work.

**Action 2487: Consideration to be given by the Connecting Communities Board to the development of the Confidence Strategy.**

The DCC gave an update on a number of projects which commenced before the lockdown period and which has been since on hold. The DCC stated that DPP now have an Emerging Technology group to review ways of working agile which conducted a discovery session the previous week. Presentations included items on virtual learning and data collection, and the ACC is eager to use some of the technology to progress work virtually in the Force as part of continuous improvement.

Discussion ensued about the resources required to conduct the reviews needed following the Covid-19 period. Tthe Board acknowledged there would be need for a number of staff to be dedicated to the project.

**7. Matters for discussion**

1. **Police Arboretum Memorial Trust (PAMT)**

The Board addressed a letter sent to all forces regarding forces contributing money toward the National Police Memorial in Staffordshire. The Force had previously agreed to fund the requested £20,000 from the Operational Budget which the PCC indicated he was supportive of.

**Decision: The Commissioner supported a decision to fund £20,000 from the Force Operational Budget to the Police Arboretum Memorial Trust (PAMT).**

1. **ROCU**

The CC stated that a Regional Unit was now in place for the Regional Organised Crime Unit. The DoF stated that there was a paper being prepared which included costing options for the Unit. It was noted that the funding requirement for Tarian equates to £160,000 and that a copy of costings had been sent to all DoFs in Wales. It was agreed that the paper should be reviewed through the Collaborative Governance arrangements

**Action 2488: ROCU costing paper to be reviewed through the Collaborative Governance arrangements.**

1. **Operation Aidant**

AE stated that Operation Aidant takes place several times a year under the Modern Slavery banner. This particular operation is led by the National Crime Agency with a focus on forced working following concerns that people are being recruited and potentially exploited. It was noted that DPP and other forces are working with rural communities to raise awareness of exploitation and modern slavery in agriculture and meat factories. AE provided the Board with a press release which had been shared on DPP’s social media platform and noted that thousands had engaged with the information since its publication that morning.

It was noted that the NPTs and rural teams have engaged with the content of the press release, and a letter had been sent to organisations such as the NFU, FUW as well as vets, farriers and farmers to raise their awareness of modern slavery and encourage people to feed information to the police if they have concerns regarding exploitation. It was noted that communication leaflets to organisations have been published in a variety of languages in order to reach a wide variety of individuals.

It was noted that a multi-agency event was being planned in July in Pembrokeshire to engage with cockle pickers and ensure they are not being exploited.

1. **Offender Diversionary Scheme**

The scheme commenced in November 2019 and DoC sought the Board’s views on how the scheme had landed with the Force. The DoC stated that the scheme had seen great engagement with service users and that positive feedback had been received from the Pobl service manager that morning. At the moment 468 offenders had engaged with the scheme including 172 in Carmarthenshire, 58 in Ceredigion, 120 in Pembrokeshire and 118 in Powys. It was noted that information was provided to the Basic Command Unit (BCU) meetings to inform them of the scheme’s activity in their area.

The PCC stated that he was pleased with the engagement levels with service users. The PCC sought reassurances from the Chief Officers that the Force are taking up the opportunity to use the service. The PCC expressed some frustration that uptake of the scheme seemed to be personality-led by individual officers rather than being widely used across the Force. The ACC stated that she would take this point forward with officers in order to improve the scheme’s usage levels.

**Action 2489: The DoC to review other Forces’ offender diversionary work to learn best practice and potential collaboration opportunities with other Forces.**

1. **ICV Scheme options paper**

The Board considered the report submitted in relation to the Independent Custody Scheme during COVID-19, which recommended that the Custody Visitors be asked to engage with detainees via the telephone and virtually undertake the necessary welfare checks. The option had been developed in consultation with Force custody leads and reviewing best practice elsewhere and is considered to be a sensible way forward of discharging our statutory responsibilities, whilst also ensuring that the health and safety of our ICVs and the sensitive custody environment is protected. Chief officers indicated that they were keen for the ICVs to also engage via skype where possible, to enable ICVs and detainees to physically see each other when holding discussions. It was also agreed that the dip-sampling of custody records every fortnight continue. It was recognised that this approach is currently working well in terms of maintaining the custody record reviewing approach which had commenced as part of the Independent Custody Observers Pilot. This method has enabled the OPCC to review key areas that may be affected by Covid-19, such as the provision of Appropriate Adults, Solicitors and Health Care Practitioners. It has also provided assurance that those with identified vulnerabilities (such as young people or those with mental health conditions) have received the appropriate support. The monitoring of these aspects of custody would not necessarily be picked up from standard ICV visits or calls to detainees. The PCC thanked his Office and in particular Caryl Bond for her work in relation to the ICV scheme.

**Decision: To introduce a system where ICV would engage with detainees via telephone / skype and to continue the dip-sampling of custody records on a fortnightly basis.**

1. **Estates Llanelli RIBA Stage 3 Recommendation**

The DoE stated that a Capital Build Group meeting was held last week to discuss in details recommendations by the surveyors for the Llanelli Build regarding the cost proposal for the build. The meeting was used to summarise the three options on the table (options a, b and c). Option a was to keep the current design for a refined costs of £16.7m. Option b was to carry out a full evaluation over 11 weeks at an addition cost of £172k and bring the cost down to around £16m. Option c was to redesign the building for a £14.2m price tag and make fundamental changes to the location and size of the building. The meeting’s recommendation was to proceed with a combination of a and b. The reason for this is that the original brief was strong however a few elements needed to be considered including that Wales Ambulance Service Trust (WAST) had pulled out of the project.

RH stated he had discussed the operating model with IC the previous week, and established that the building needed to facilitate 17 individuals working in the station at any one time. Demand work carried out on the project indicated that potential officer uplift would result in a higher number of individuals working at any one time, as well as additional officers currently working in Ammanford moving to Llanelli and a number of other staff from a range of departments. It was felt that the current design for the building was functional for those numbers, and would reduce carbon footprint of officers travelling from Llanelli to work in Ammanford. It was noted that with the removal of officers from Ammanford the top floor of the Ammanford building could be used for agile working purposes. RH stated that the NPT could remain in the station in Llanelli with the new building and carry out their patrol in Llanelli and the surrounding areas. Closing his presentation, RH recommended that the Board approved the continuation of the build as outlined in the original plans.

The PCC thanked the DoE and RH for their diligent work on the project over the past few months. The CFO queried the opportunities for rationalising the estates footprint in Llanelli and the surrounding areas. She stated the importance of continuing with value engineering and highlighted the risk around the financial aspect of the project.

**Decision: The Commissioner in agreement with the Chief Constable approved a proposal to proceed with Option A1 in relation to the Llanelli Custody Building Project.  The Commissioner agreed to continue with the current design but with an understanding that a revised total will result as part of the value engineering and any savings identified, this will be achieved as the project progresses through RIBA stage 3.**

A brief discussion ensued regarding the impact of the Air Ambulance on the building and the DoE stated that an independent party would be brought in to review the matter.

**8. Any Other Business**

A brief discussion ensured regarding the State of Policing HMIC Report which cites good practice within the Force’s Triage Partnership. It was agreed that the Force should provide positive communication regarding the report.

**Action 2490: The Force’s communication team to consider publishing a positive news story about the State of Policing HMIC report.**

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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.** | **SC** |
| **PB 2385** | **An overview of the options paper for future agile working in Dyfed-Powys Police to be shared with the Commissioner’s Office.** | **DoF** |
| **PB 2386** | **Extraordinary meeting between the Chief Officers, OPCC and the Covid-19 Recovery Team to be scheduled to discuss recovery phase.** | **Staff Officer** |
| **PB 2387** | **Consideration to be given by the Connecting Communities Board to the development of the Confidence Strategy.** | **SC** |
| **PB 2388** | **ROCU costing paper to be reviewed through the Collaborative Governance arrangements.** | **DoF** |
| **PB 2389** | **The DoC to review other Forces’ offender diversionary work to learn best practice and potential collaboration opportunities with other Forces.** | **DoC** |
| **PB 2390** | **The Force’s communication team to consider publishing a positive news story about the State of Policing HMIC report.** | **Force Comms Team** |