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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Chief Constable Mark Collins, DPP (CC)DCC Claire Parmenter, DPP (DCC)Assistant Chief Constable Emma Ackland, DPP (ACC)DoF Edwin Harries, DPP (DoF)Carys Morgans, Chief of Staff, OPCC (CoS)Beverley Peatling, Chief Finance Officer, OPCC (CFO) |
| **Also Present:** | Emma Northcote, Senior Manager Corporate Communications, DPP (EN) (item 5d)Ben Cole, Digital Communications Officer, DPP (BC) (Item 5d)Superintendent Craig Templeton, DPP (CT) (item 5c)Superintendent Ifan Charles, DPP (IC) (item 6)Paul Callard, Economic Crime Manager, DPP (PC) (item 6)Heddwyn Thomas, Director of Estates, OPCC (DoE) (item 7a)Debby Jones, Information Manager, DPP (DJ) (item 5a)Chief Inspector Chris Neve, DPP (CN)Mair Harries, Executive Support Officer, OPCC (MH) |
| **Apologies** |  |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 26th of January 2021**

**Time: 09:30 – 12:30**



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| **Action No** | **Action Summary 13th of January**  | **To be progressed by** |
| **PB 2464** | **A joint press release to be issued responding to ITV1’s ‘The Pembrokeshire Murders’ highlighting the impact on the community in Pembrokeshire.**  | **Complete** |
| **PB 2465** | **PCC to attend part of the graduation ceremony for cohorts of the Diploma for Professional Policing Practice on the 5th of February if possible.** | **Complete** |
| **PB 2466** | **Following a perceived rise in complaints of rural crime, the topic should be scheduled as a focus area at Policing Board.** | **Complete** |
| **PB 2467** | **The Board to be provided with a narrative regarding the enforcement numbers for BAME. PLUS STOP AND SEARCH.** | **Complete** |
| **PB 2468** | **The ACC and EN to liaise regarding Single Online Home outside of the Policing Board meeting.** | **Complete** |
| **PB 2469** | **CN to feedback to Swansea and Cardiff Universities that the PCC is supportive of the Circular Economy project and is keen to work with partners.** | **Complete** |
| **PB 2470** | **The OPCC Exec Team to discuss Circular Economy in their team meeting on the 14th of January and identify an individual from the OPCC to be involved in the project.** | **Complete** |
| **PB 2471** | **Chief Inspector Stuart Bell to respond regarding how children are housed during periods of detention in custody suites.**  | **Complete** |

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| **Decision No** | **Decision Summary** |
| **PB T2 138** | **The PCC in agreement with the CC agreed that the Llanelli Estates Project could progress onto Stage 4 of the development.** |

**2. Minutes**

The minutes were agreed as a true and accurate reflection of the previous meeting on the 13th of January 2021.

A brief discussion ensued over the interest generated by the ITV Programme ‘The Pembrokeshire Murders’. The PCC stated that he has received correspondence from members of the community in Pembrokeshire questioning John Cooper’s involvement in other crimes in Pembrokeshire.

**Action: The PCC to speak with Chief Officers outside of the Policing Board meeting to discuss interest generated by ITV’s ‘The Pembrokeshire Murders’ programme.**

A brief discussion ensued regarding the PCC’s attendance at the Professional Policing Practice ceremony on the 5th of February. The PCC is unable to attend due to a clash with a Police and Crime Panel meeting on the same date however the PCC asked the CC and DCC to ensure that this is relayed to attendees of the ceremony on the 5th of February.

**Action: The CC and DCC to ensure that attendees of the Professional Policing Practice ceremony on the 5th of February are informed that the PCC is unable to attend due to a prior commitment with the Police and Crime Panel.**

The discussion moved on to the second Police and Crime Panel in 2021 on the 19th of February. The PCC requested that the CC and DCC attend that meeting.

**Action: Mair Harries to ensure that the CC and DCC receive invites to the Police and Crime Panel meeting on the 19th of February.**

In relation to action 2468 regarding Single Online Home, EN stated that she and the ACC had discussed moving the Force’s archive over from the old website to the new website. The Communications Team’s newly appointed apprentice will be working to move content from March 2020 onward over to the new website.

**3. Operational and Organisational Update**

The ACC provided an update to the Board. The ACC stated that good performance has been seen across the Force, particularly supporting vulnerable people during the lockdown period. The ACC stated that a number of Crown Court updates have been received including a sentence of 2 years and 6 months’ imprisonment being given to an individual in Cardigan, and a sentence of 10 months’ imprisonment being given to an individual in Welshpool for domestic related Actual Bodily Harm.

It was noted that there are four officers currently suspended from duty.

It was noted that there have been 2 assaults on emergency workers since the previous meeting involving pushing and attempts to head butt officers.

Moving on to the Organisational Update, the DCC stated that Her Majesty’s Inspectorate of Constabulary (HMICFRS) have attended the Force this week to interview heads of departments as part of the most recent Police Effectiveness, Efficiency and Legitimacy (PEEL) inspection. The DCC stated that the new Head of HR is working closely with the Force Resource Board to link the Force establishment to forward planning and training. The DCC stated that PC recruitment was ongoing and resulted in 11 Black Asian Minority Ethnic (BAME) applications being received following proactive engagement with local universities.

**Action: The Force to provide the PCC with updates on their BAME recruitment activity ahead of his lecture with the University of South Wales on the 10th of February.**

**4. PCC’s Update**

The PCC provided an update on his national and local commitments since the previous Policing Board meeting on the 13th of January. The PCC informed the Board that he has attended meetings with the Farmers’ Union Wales and the National Farmers’ Union regarding a perceived rise in rural crime. He also attended a virtual meeting with Llanybydder and Rhydcymerau Community Council regarding traffic concerns and was pleased to hear of good engagement between the Council and the local PCSO.

The PCC also stated that he attended a number of national meetings including a Safer Communities Programme Board and the general meeting of the Association of Police and Crime Commissioners (APCC).

A brief discussion ensued regarding the PCC election ensued. The CoS provided an update on arrangements by Ceredigion Council which is progressing the election preparations. The OPCC will create a small working group with the Force to ensure that the guidance going out to the Force and the OPCC is consistent with national messaging.

**5. Standing Items**

**a) Data Protection**

DJ stated that there is an improved picture within the data protection department since her previous attendance at Policing Board in May 2020. DJ stated that an action plan was prepared following the Policing Board in May, and that she meets with the DCC bi-weekly to risk assess. It was noted that the Freedom of Information request (FOI) backlog has reduced significantly since May. At the end of last week there was only 1 overdue FOI request within the department.

From a data protection perspective, the number of requests for information was 1190 during the lockdown period. The number of requests decreased in December 2020 over the Christmas period. It was noted that 177 cases were not allocated in May due to the volume of requests, however the number has been brought down with the support of staff, re-allocated staff and staff from the OPCC.

It was noted that there is a high number of requests from probation which have continued to increase during the lockdown period. The data protection team approached probation to seek funding for staff to progress their requests, and work is ongoing to resolve the situation including assessing whether some requests can be dealt with automatically or via the Vulnerability Hub. It was noted that work was ongoing nationally to resolve demand for information from probation.

DJ moved on to information that was previously provided to the Llamau service whether or not they planned on engaging with a missing child case. The information is now only provided to them if they intend to progress the case in question, thereby reducing demand on the information management team.

Moving on to FOI and subject access rates, DJ stated that the Information Commissioner’s Office (ICO) expects a compliance rate of 90% for requests. DJ stated that Dyfed-Powys Police’s compliance rate is 100% for the month of December which is pleasing. The Force is one of 9 forces in England and Wales which have received 100% a compliance rate in December.

DJ stated that there have been a high number of data protection breaches in the previous quarter. DJ stated that only 2 have been required to be passed on to the ICO, and all potential breaches have been investigated and where necessary training has been identified. It was noted that data protection training is regularly provided not only to data protection staff but to staff across the Force.

It was noted that the data protection team have been unable to meet their deadlines for scanning work, scanning paper documents to save electronically. This is due to Covid-19 and at present one member of staff is in the data protection office to progress the work. The staff member is following Covid-19 guidelines and is in regular contact with their line manager.

DJ moved on to the cleansing process of moving data to the Niche Records Management System (RMS). DJ stated that a number of staff have been able to progress this work due to the delay in progressing the scanning project. It was noted that this work was progressing at a pleasing pace.

The PCC stated that it was pleasing to note that the work has progressed however he queried whether redeploying PCSOs and officers into the department is the best use of police resources. The CC stated that some officers have had to be placed on restricted duties due to Covid-19 and that positions such as those in data protection have been beneficial to providing officers with alternative roles.

**Action: The ACC and DJ to liaise regarding demand from probation outside of the Policing Board meeting.**

**Action: The PCC to thank Nicola Harris and Cheryl Gayther in his office for providing support to the data protection team.**

**b) Finance**

The DoF provided the Board with a financial update based upon spending patterns to the end of December 2020. In summary, the Force is projecting a net overspend of £24,000 by the end of this financial year at this stage based upon current spending patterns. Within this variation there are some significant developments and changes that affect the position.

The Policing Minister communicated that the Force must fund the costs of Operation Asper up until the point that this equates to 1% of the Force net budget, that is, the first £1.12 million of spending. This also however corresponds with a reduction in operational activity over the winter months with spending in the current year projected to be around £446,000 based upon current spending patterns. The PCC has a meeting with Simon Hart MP on the 28th of January regarding the situation in Penally and the demand this has put on the Force.

The projection provides an updated position in respect of police officer and staff pay headings to take account of additional unexpected leavers, pay re-gradings processed and revised recruitment plans which, taken together have improved the financial position fairly significantly in relation to police staff budgets. Previous assumptions of Police Staff positions being filled in December have not materialised.

Force spending continues to be affected by the Covid-19 pandemic with significant additional costs and losses in income being experienced throughout the year to date. There are some savings against headings such as photocopying, conferences, fuel, subsistence etc. linked to lockdown periods. Planned training requirements that have needed to be postponed as a result of the Pandemic have been built into the 2021/2 budget and a net underspend of £389,000 is anticipated at this stage against training headings.

The budget for the current year assumed a £703,000 contribution from the reserves’ budget. As part of the budget setting for next year - 2021/2 the Force is attempting to manage an under-spend in the current year which will mean that this transfer will not be needed and so that £750,000 can be carried forward as a reserve at year-end. This will be needed to offset one-off spending next year for Penally, Covid-19 related income losses and training.

The Home Office has confirmed that the Department of Health and Social Care will be meeting all costs of Medical Grade Personal Protective Equipment (PPE) purchased by the Force. The Force has also received Surge Funding from the Home Office for additional enforcement activity of £212,000 which it has been assumed will be fully matched by additional spending. Based on current spending patterns, it is unlikely that the Force will utilise the full allocation and a carry-over of unspent monies may be required.

The projection also incorporates the grant available in respect of income losses suffered and an estimated sum of £180,000 has been estimated as the amount recoverable under the scheme by year end. For the first 4 months, all elements of the claim submitted were funded, including losses experienced in respect of the Speed Reduction Partnership – Go Safe cost recovery which was at risk. At present it has been assumed that the Partnership can absorb income losses through reserves and cost reductions with no loss in income falling on Forces.

The Report continues to incorporate cost pressures in relation to income losses and increases in insurance premiums referred to previously. The continuation of restrictions linked to the Pandemic means that income projections have needed to be adjusted to reflect current monthly average income levels.

There are a number of potential ill-health retirements being considered from a medical perspective and the projections assume that 8 officers are permanently unable to fulfil the functions needed to act as police officers and are unsuitable for redeployment into other roles. This position continues to be monitored and officers are being retained where suitable work allows this.

The position continues to evolve and further revisions to this projected position will be needed as the year progresses and as the position on costs, income, funding and indeed on any further restrictions that may be implemented become clearer. The spending on Operational Uplift during the year was projected to be sufficient for a full draw down of this grant however correspondence from the Home Office on the December claim has resulted in a reduction in claimed income of £4,000 based on Year To Date headcount.

In relation to Capital, a summary of spending against budget for the 2020/21 financial year was provided by the DoF. In total, spending was £3.925m against a budget of £16.552m with £2.184m being committed at this stage. The CFO suggested re-basing the Capital budget against the revised budget for the next Policing Board report.

The discussion moved on to the Police Precept. The PCC stated that his office has engaged with the Panel in various meetings during the past month as the Precept has been prepared. The CFO stated that she and the DoF have reviewed the financial position in great detail over the previous week. She also noted that the finance team is making good progress with the balance sheet and ensuring that the impact on revenue is considered.

**c) Covid-19**

CT attended the meeting to provide an update on the response phase. In terms of the demand on the Force, the average is around 50 incidents per week which is a low number compared to the national average. The Force receives around 100 enquiries a week from the public asking whether they are allowed to take part in particular activities during the lockdown period. It was noted that 44 fixed penalty notices have been issued in the last 7 days out of 500 police interactions with the public.

CT moved on to resourcing, as of this morning police officer absence is 7.2% including self-isolation and sickness, while staff absence is 6.8%. It was noted that this is not much higher than normal levels at this time of the year. The Force Command Centre (FCC) is currently at an amber risk level due to the number of cases among the staff, however public guidance is being followed and adhered to.

In relation to testing, CT stated that colleagues in Powys Teaching Health Board has arranged testing for staff in Llandrindod Wells Police Station due to the number of cases recorded in the station in a 28-day period. This activity has resulted in additional positive tests but the situation is being monitored.

The PCC thanked CT for his and his team’s continued work meeting the challenges posed by Covid-19. The PCC asked CT about the position on vaccines; CT stated that lobbying was taking place to ensure that front-facing officers and staff are prioritised after those who need the vaccine first have received it. The PCC queried whether FCC staff were high on the priority list to receive the vaccine and was informed that a Wales-wide project was ongoing to identify the key staff who need to be prioritised for the vaccine.

**d) Engagement**

EN provided an update on a scheduled online Fraud Event on the 5th of February to coincide with month-long activity on romance fraud.

In relation to a case involving stolen dogs and puppies in the Dyfed-Powys area the Force are taking a proactive stance in wrapping the cases together to review the shares and reach of the social media posts on the case.

The Powys Rural Crime Team are engaging and filming with Coast and Country looking at the impact of Covid-19 on rural crime.

The Force are working with Hywel Dda on a Radio 5 Live broadcast on the impact of Covid-19 on the hospitals in Hywel Dda and the Force.

EN highlighted an article in My Welshpool highlighting the number of officers that have tested positive for Covid-19 and the need for protection for front-line staff.

Moving on the Digital Desk, BC attended the meeting to provide an update. EN thanked BC for the wonderful work he’s done on the project which has been recognised nationally. BC stated that there are 2 clear strands to the Digital Desk including reducing demand on the Force Command Centre and distributing information to the public. The Digital Desk has published 183 proactive messages since its inception on the 22nd of November 2020 including weather notifications. For contact demand coming back in, the Desk has triaged 13,438 messages since November, with each one being assessed and distributed to the correct contact in the Force.

Throughout December the Desk averaged 1300 messages per week with this figure doubling during the week of the 27th of December. There has been reduced capacity across the FCC due to Covid-19 however the Desk has been working hard to progress queries resulting in an average response time of 8 minutes and 39 seconds.

The Desk has been held in high regard nationally; the Force is working with West Mercia Police, Kent Police, Essex Police, Bedfordshire Police and Thames Valley Police on their own projects.

EN stated that the Facebook inbox hasn’t been switched on to date, neither have the Facebook inboxes for the Neighbourhood Policing Teams. It was recognised that this would create increased demand. The DCC queried when there will be a live launch to the public of the 17 Neighbourhood Policing Teams Facebook inboxes and was informed that a firm date hasn’t been agreed with the FCC yet.

**6. Focus: Cyber and Fraud**

IC proposed to provide the Board with a national picture followed by the Force’s plan for the next 3-6 months. It was noted that a BBC article published on the 25th of January stated that there were 3.9 million fraud victims in 2019 showing the significant impact of this crime. IC stated that at the Strategic Force Tasking Group the previous week it was agreed that Cybercrime and fraud should be included on the Force’s Control Strategy. There is also a 4-point plan in place to support this activity.

PC stated that the most important area of this business is protect messaging and raising awareness of fraud and cybercrime in the community. There is a robust safeguarding plan in place within Dyfed-Powys Police with dedicated officers in place to engage with the community about the dangers of these types of crime. PC believes that Dyfed-Powys Police provides a good service for victims and is maintaining a good level of engagement with the public.

PC stated that the force engages with the Cyber Resilience Centre which is a project led by Gwent Chief Constable Pam Kelly. The Force also engages with the South West Cyber Cluster and the local authorities all to promote cyber security. Last year a series of webinars were hosted between the Force and Carmarthenshire County Council highlighting the dangers of cybercrime; this project will be replicated in Ceredigion and Pembrokeshire. It was also noted that the Force was looking to work with the Youth Services in all four counties of the Force area to teach the youth service workers about cybercrime.

In terms of raising awareness internally, PC stated that the team are creating a mandatory NCALT training package for staff on cybercrime awareness. Moving on to recruiting volunteers, PC noted that the Force are keen to engage with academics and cyber security business to provide training for officers and volunteers. The Covid-19 restrictions have impacted on the project of this plan however the Force continues to engage with these organisations. The Force have also been engaging with Aberystwyth University to discuss potentially recruiting IT students as volunteers.

The PCC stated that he supports the ongoing work with fraud and cyber. He queried the Chief Officers whether this area of business is afforded investment commensurate with the threat level. The DCC stated that fraud and cybercrime requires and receives a high level of investment, however she felt that the Force could do more in terms of engaging with the public about protecting themselves online. PC stated that there is resilience around staffing for the cybercrime and fraud team, and that PCSOs do a lot of proactive work for protect messaging. PC suggested there needed to be additional resources in areas across the Force to progress this work in all four counties.

The ACC stated that work was ongoing within the Force to understand capacity for progressing this project. The ACC was eager to support developments in this area of business, and stated that there will be significant changes implemented in the next few weeks to progress the work.

**Action: The PCC to liaise with his Engagement Team regarding promoting messages for cybercrime and fraud awareness.**

The PCC stated that he was working with his engagement team to produce a rural crime newsletter and queried whether there was an equivalent in place for cybercrime. PC stated that discussions are taking place to commence a newsletter over the next few weeks.

**7. Any Other Business**

**a) Llanelli Stage 3 Cost Plan and Decision to proceed**

The DoE attended the meeting to present papers regarding Stage 3 of the Llanelli Dafen Estates Project’s Cost Plan and Decisions. The papers have previously been reviewed by the Strategic Capital Build Group. The Board was provided with a summary paper signifying which stage the project has been during each corresponding period of the project. It was noted that Wilmott Dixon, a privately-owned contracting and interior fit-out group, have been contractually engaged until the end of stage 4 of the project.

The DoE stated that rationalisation of the space has been carried out, with a plan for extra detailed design to take place in the next few months. The DoE stated that an element of cost reduction amounting to £200,000 has been achieved, however costs for concrete detail, brickwork and other material has pushed the overall project over-budget by £1.2m to date. The latest estimate at the end of stage 3 is that the overall cost will be £17.663m. The DoE stated that a number of elements will impact on the costs including inflation, Covid-19 implications and Brexit implications which will be continuously monitored by the project team. It should be noted that all present costs are estimates. The decision to proceed to stage 4 is required by the 28th of January.

The PCC stated that the progress report is very useful. The PCC is nervous that all costs are estimates until the end of stage on the 7th of May. The CFO agreed with the summary of the current situation with regard to the project. She stated that a number of avenues needed to be explored, and that cost reduction opportunities needed to be discussed with Wilmott Dixon.

The DoE stated that a Risk Register has been established for the project which is monitored constantly. The DoE also noted that he is in discussion with Welsh Government regarding land value in order to recoup some of the value for the land.

A brief discussion ensued regarding issues of drainage on the site, and the DoE stated that he was in discussion with Carmarthenshire County Council’s Planning Department regarding establishing a provision for draining the land being built on.

**Decision: The PCC in agreement with the CC agreed that the Llanelli Estates Project could progress onto Stage 4 of the development.**

**b) Alternative accommodation for children**

The PCC stated he wanted to send a letter to the Safeguarding Boards in relation to providing safe accommodation for children in custody. A positive reply has been received suggesting the creation of a task and finish group with Children’s Services to progress improvements in this area. CN stated that the CC would receive a report this afternoon on this subject including a proposed action plan and policy implementation for alternative accommodation for children.

**Action: The PCC to respond to Jake Morgan sanctioning the progression of a task and finish group to make improvements in alternative accommodation for children in custody. The letter is to be cognisant of a policy being proposed to the CC regarding the topic.**

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| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2472** | **The PCC to speak with Chief Officers outside of the Policing Board meeting to discuss interest generated by ITV’s ‘The Pembrokeshire Murders’ programme.** |  |
| **PB 2473** | **The CC and DCC to ensure that attendees of the Professional Policing Practice ceremony on the 5th of February are informed that the PCC is unable to attend due to a prior commitment with the Police and Crime Panel.** | **CC/DCC** |
| **PB 2474** | **Mair Harries to ensure that the CC and DCC receive invites to the Police and Crime Panel meeting on the 19th of February.** | **Mair Harries** |
| **PB 2475** | **The Force to provide the PCC with updates on their BAME recruitment activity ahead of his lecture with the University of South Wales on the 10th of February.** | **CN** |
| **PB 2476** | **The ACC and DJ to liaise regarding demand from probation outside of the Policing Board meeting.** | **ACC/Debby Jones** |
| **PB 2477** | **The PCC to thank Nicola Harris and Cheryl Gayther in his office for providing support to the data protection team.** | **PCC** |
| **PB 2478** | **The PCC to liaise with his Engagement Team regarding promoting messages for cybercrime and fraud awareness.** | **PCC** |
| **PB 2479** | **The PCC to respond to Jake Morgan sanctioning the progression of a task and finish group to make improvements in alternative accommodation for children in custody. The letter is to be cognisant of a policy being proposed to the CC regarding the topic.** | **CoS** |