

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

ACTION SUMMARY FROM MEETING 06/07/16

Action N ^o	Action Summary	Progress
PB 2022	OPCC to arrange a meeting between the Chair of the IAG and PCC	In progress
PB 2023	DCC, OPCC Quality of Service Manager and Head of Professional Standards to conduct a review of PSB and police complaints handling	In progress

Minutes of meeting held on 6th July and matters arising

PB 2013 - The ACC agreed to share the Terms of Reference being developed for Neighbourhood Policing Teams (NPTs). Recommendations from Amanda Diggins' work were anticipated within 8-12 weeks. A new operating model for NPTs was due to be finalised by the end of September.

Action: MMS to share Terms of Reference for NPT work with CM

PB 2017 - The PCC expressed that he hoped to hold a series of breakfast briefings during Small Business Week in September.

PB 2023 – CM confirmed initial discussions had taken place to progress the review. The PCC considered there may be opportunity for a consistent approach for complaints handling across Wales, which was being discussed with the Independent Police Complaints Commission (IPCC). CM provided an overview of the intentions of the review, including considering processes within the Public Service Bureau (PSB), Professional Standards Department (PSD) and consultation in relation to victim satisfaction. The PCC expressed the need to clearly communicate processes to the public. The PCC suggested a process map explaining how to complain and how it would be handled to be published on both the Force and OPCC websites. A discussion ensued regarding the need to focus on the handling of victim satisfaction data.

Assistant Chief Constable's update

The ACC provided an overview of key operational matters including the death of a soldier in Brecon and an incident of a child left unattended on a nursery bus in Aberystwyth. The ACC suggested the PCC be provided with a schedule of current work being undertaken by Chief Officers.

Action: ACC to provide PCC with schedule of current work being undertaken

The ACC advised that an update regarding Integrated Offender Management (IOM) had been sent to the OPCC, highlighting that the level of criminality committed by the cohort before joining IOM reduced whilst they were on the programme by approximately 2%. The PCC discussed the differences in levels of offender intervention from youths to adults. The ACC stated that the offender management review taking place across Wales was considering the potential extension of IOM to include domestic abuse offenders.

A quarterly audit of PSD had been conducted by the IPCC at the end of July, which had found significant improvements in terms of timeliness of complaints handling, appeals and the auditing of complaints investigations. The ACC intended to share the positive feedback received from the IPCC with the PCC.

Five members of staff were currently suspended.

Police and Crime Commissioner's update

The PCC had received confirmation that he was now a member of the National Police Air Service (NPAS) Board. The PCC had visited the base at St Athan, and had discussed DPP's use of the service. He iterated his intention to support and promote use of the service, whilst ensuring DPP receives the best possible service. The ACC queried if it was known when projected costs for next year would be released. The PCC stated this was not yet known, but he would raise the matter at the next Board meeting. The ACC stated that the Terms of Reference was due to be updated, and would be shared with the PCC.

Action: Revised Terms of Reference for NPAS to be shared with the PCC

The PCC was keen to discuss the possible use of drones to provide additional air support. The ACC stated that the possibility of collaborating with the fire service regarding drones they had recently purchased was being explored. The DoR suggested it would be useful for NPAS to become a centre of excellence for drones to standardise the use amongst the emergency services. The PCC stated that NPAS did not appear to currently have the knowledge and expertise required to do this, but may look to do it in the future.

Firearms licencing

The PCC raised that performance data suggested there had been improvements in terms of average turnaround time for licence renewals. The PSB were continuing to receive concerns from applicants who were waiting excessive lengths of time for their renewals to be granted. The PCC acknowledged some cases may be complicated and there was a change to the process with regards to letters to GPs. The PCC planned to discuss the matter with the Chief Executive of Hywel Dda Health Board within the coming week. The ACC stated that this was an area where performance needed improving. A business case was due to be presented to the Chief Officer Group meeting to look at options to manage workload. The ACC requested two months to stabilise staffing levels and analyse performance data to establish what was causing the delays, before reporting back to the PCC. The ACC considered that whilst processes needed to improve, there was no increase in risk to the public due to the issues. The DoR acknowledged that anomalies lay outside of the average performance data, but overall the business area had successfully dealt with a significant increase in the volume of applications.

Action: PCC to raise the issue of the firearms application process with the Chief Executive of Hywel Dda Health Board

Action: ACC to update the PCC on the Firearms Licencing performance in October 2016

Accommodation block

The PCC had received updated figures for the refurbishment of the accommodation block. The PCC has requested the CFO, Director of Estates and DoR develop a detailed business case to invest in the development of the block. The PCC clarified that the business case would require the detailed on-costs associated with the running of the facility.

Action: CFO, Director of Estates and DoR to develop a detailed business case in relation to the refurbishment of the accommodation block

Updates

Welsh Language Board

The PCC inquired if the Force still had a Welsh Language Board to progress the implementation of the Welsh Language Standards. The DoR confirmed the Board sits under the Embracing Diversity Board and is chaired by Chief Superintendent Aled Davies. The ACC suggested the DCC provide the PCC with a briefing on the Force's current work on the Standards in advance of the CC and PCCs meeting with the Welsh Language Commissioner. The PCC was supportive of the Standards, but was currently seeking

clarity from the Welsh Language Commissioner regarding the application of the Standards to commissioned services.

Action: DCC to provide PCC with an update on Force progress relating to Welsh Language Standards in advance of his meeting with the Welsh Language Commissioner

Information Commission investigations

The PCC noted the fine issued to Dyfed-Powys by the Information Commissioner. The ACC stated that 3 investigations were ongoing, some which were internal declarations of breaches and some had been referred to the ICO. The ACC considered that substantive sanctions may be applied to one of the investigations in question. The PCC sought assurance that relevant action had taken place as a result of the potential breaches. CM stated this was likely to be evidenced at the Information Assurance Board, which she attends, and would be able to provide the PCC with an update following their next meeting on 4th August.

Action: CM to update the PCC following the Information Assurance Board meeting

Any Other Business

CM noted that the Chief Constable recruitment process would commence tomorrow, with a closing date for applications of 1st September. The appointments panel had been assembled, and a familiarisation day for candidates was being arranged for 25th August. The advertisement would be placed on the OPCC and Force websites, as well as disseminated through all relevant circulation bodies.

MMS requested that actions from meetings be provided to the Force as soon as possible after the meetings so that they may be acted upon as early as possible.

The PCC requested that minutes of the meetings be circulated internally prior to publication on the website. The ACC noted that internal communications required improvement, and MMS would be meeting with the Senior Manager of Corporate Communications to discuss how information is disseminated to staff.

Action: Minutes of Policing Board meetings to be circulated internally to staff prior to publication on the OPCC website

ACTION SUMMARY FROM MEETING 01/08/16

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