

Meeting:	Policing Board
Venue:	OPCC Conf. Room
Date:	July the 2nd 2018
Time:	10:00 – 12:00

Members:	Dafydd Llywelyn, Police and Crime Commissioner (PCC) Deputy Chief Constable Darren Davies (DD) Carys Morgans, Chief of Staff, OPCC (CoS) Steve Cadenne, Human Resources (SC)
Also Present:	PS Sian Davies (SD) Miss Mair Harries (MH)
Apologies	Chief Constable Mark Collins (CC) Beverley Peatling (CFO) Insp. Gwyndaf Bowen (GB)

ACTION SUMMARY FROM MEETING 19/06/2018		
Action N°	Action Summary	Progress Update
PB 2298	Further consideration to be given to the Voluntary Severance Payment during Policing Board in July when the focus will be on HR matters.	Complete
PB 2299	The CC's plan regarding Senior Officer (C/Supt & ACC) establishment and structure to be shared with the CoS.	Complete
PB 2300	The PCC to send thank you letter to the Director General and Policing Minister regarding the Apprenticeship Levy.	Complete
PB 2301	The PCC to attend Joint Legal Service meeting on the 19th of July.	Complete
PB 2302	Contact to be made with Cerith Thomas regarding the All Wales Governance Structure.	Complete
PB 2303	The Voluntary Severance Policy and financial implications to be reviewed before applications are received.	Complete
PB 2304	CC to liaise with DCC regarding support for Departments to review their budgets.	Complete
PB 2305	For the PCC to be briefed on the Force's position in	Complete

	relation to the National ANPR service program.	
PB 2306	To seek further information in respect of the Apprenticeship Levy position to inform the decision in respect of the PEQF contract.	Complete

2. Minutes of Previous Meetings

The minutes of the previous meeting were deemed to be a true and accurate reflection of the discussion that took place however the PCC requested that minor typos be corrected prior to publishing.

PB 2286 - Assessment of the operational impact (deployments) on the NPAS Pembrey Forward Operating Base to be carried out by the Specialist Operations Dept.

The PCC stated that he had received a response to his letter to the National Police Air Service (NPAS) regarding an operational response from the NPAS Team.

The PCC updated the Board on a funding formula discussion during the NPAS Board Meeting on June the 28th. A brief discussion ensued regarding DPP's financial capacity should the arrangements change.

Action: The PCC to liaise with the NPAS Operation Manager for the South West Russ Woolford to organize a meeting between NPAS, the OPCC and DPP Project Lead Supt Craig Templeton.

PB 2296 - ACC Richard Lewis to be accompanied by DoF for the meeting on the 1st June.

The meeting regarding Legal Services Collaboration which was to be attended by ACC Richard Lewis and the DoF on the 1st of June has been re-arranged for the 20th of July.

The PCC reiterated his eagerness to be provided with a business case for the Joint Legal Services project.

PB 2298 - Further consideration to be given to the Voluntary Severance Payment during Policing Board in July when the focus will be on HR matters.

SC informed the Board that the DCC and DoF would be meeting on the 7th of July to discuss policy and process in order to update PB in the meeting on the 17th of July, and stated that he would be available to attend the meeting.

Action: Voluntary Severance Draft Policy update to be provided in PB on the 17th of July.

PB 2305 - For the PCC to be briefed on the Force's position in relation to the National ANPR service program.

SD informed the Board that DPP's ANPR Board will be meeting on the 20th of each month. The DCC queried the benefits of migrating to the national system. This will be discussed at the ANPR Board meeting on the 20th of July.

Action: **Jess Williams OPCC to attend DPP's ANPR Board on the 20th of the month following a discussion with the PCC on the subject.**

PB 2306 - To seek further information in respect of the Apprenticeship Levy position to inform the decision in respect of the PEQF contract.

The PCC informed the Board that following his meeting with Scott McPherson from Home Office Wales a letter was sent to Matt Jukes requesting an update regarding the PEQF contract.

A discussion ensued regarding a grant being provided for Welsh Police Forces in lieu of funding for the Apprenticeship Levy.

A discussion ensued regarding what the £500,000 can be used for as the Board had understood previously that it was for Police Officer apprenticeships and for internal staff wanting to seek development through apprenticeships. SC stated that following discussions on the subject in the Welsh Regional meeting, English Police Forces may be deferring the use of the PEQF product and questioned whether DPP should also defer to March 2019 and continue with the current process and product.

Further discussion ensued regarding hesitation surrounding the PAYE issue. SC highlighted that under the Levy the annual salary for a police constable will be £18,000; the current minimum salary for DPP officers is £19,000.

3. Chief Constable's Update

Operational Updates

The DCC provided an overview of significant operational activity over the past two weeks, highlighting a case of false imprisonment involving a vulnerable victim and financial activity involving vulnerable people.

The DCC notified the Board of proactive police work regarding drugs in Pembrokeshire and good police work by off-duty officers involving drink driving offences.

The DCC informed the Board that over the next few weeks secondary school students would be visiting HQ as part of a Careers Familiarization event.

Organisational Updates

The DCC informed the Board that there were currently two members of police officers and staff suspended from duty.

4. PCC's Update

Local

The PCC updated the Board on a range of local engagements over the past two weeks. This included a meeting with the Chief Executive of Pembrokeshire County Council Ian Westley regarding the CCTV project; attendance at a Llanelli Chamber of Trade and Commerce meeting and a Community Engagement Day held in Machynlleth on the 29th of June to give members of the community opportunities to speak directly with the Commissioner regarding matters of concern.

National

The PCC updated the Board on a range of national commitments including a meeting with Welsh Government Cabinet Secretaries for Local Government and Health; a meeting with Bethan Sayed AM, Plaid Cymru and the National Police Air Service's National Strategic Board.

The PCC informed the Board that Bethan Sayed, AM, would be forming part of a newly formed Welsh Assembly Cross Party Group, the first meeting of which will be on the 10th of July. It was noted that representation at the meeting could be made by any Welsh Assembly members, with the PCC remarking on the good progress being made on an All Wales Level.

The PCC's upcoming commitments include but aren't limited to an IOM Cymru Board Meeting and an All Wales Criminal Justice Board Meeting on the 4th of July, a Commissioning Conference in Police HQ on the 6th of July and an All Wales Policing Group Meeting on the 10th of July.

5. Diligence Report – Commissioned Services Update

The Update was gratefully received by the Board as a summary of the PCC's commissioned service activity over the past six months. It was noted that a second diligence report would be presented at Policing Board in 6 months' time in order to ensure consistency of the service. The PCC and CoS updated the Board on the upcoming Commissioned Services Conference on the 6th of July where services commissioned by the PCC's office would be presented to an audience of service users, partners and external organisations. The PCC expressed gratitude to the DCC who agreed to close the event in DPP's Strategic Command Centre (SCC) in Police HQ.

SD notified the Board of an upcoming scheme called 'Give a Day to Policing' whereby MPs and AMs were encouraged to spend a day with operational police officers in order to gain an appreciation of the breadth and extent of work carried out by officers. The PCC indicated that he was supportive of the scheme.

Action: **SD to update the OPCC on the Give a Day to Policing Scheme.**

6. Monthly Topic for Discussion: Human Resources (HR)

SC advised the Board that he would be attending at a later date to update the Board on three areas of HR: Establishment, Sickness and Personal Development Records (PDR). SC stated that data relating to the three focus areas would be presented however the PCC and CoS queried whether more detailed information relating to the topics would be possible. The CoS suggested that comparing sickness data to that of previous years may yield useful information regarding causation of sickness.

Action: Sickness data and causation to be provided to Policing Board twice a year.

The PCC queried what kind of HR is currently being collated and reported, and how the work informs the wider performance framework currently being undertaken in the Governance field. The PCC suggested collating information such as age and gender for each rank to produce an infographic of information to place on the website. SC informed the Board that a Monthly Risk Management Group (RMG) had been arranged under the People's Board, and any issues relating to the Workforce Plan are taken to ACC Richard Lewis who chairs the RMG to the People's Board.

Action: Information regarding the Force's make-up to be presented at Policing Board twice a year to coincide with new intakes into the Force.

SC updated the Board on Trent Skills, a long standing project for the Force. The Board was informed that the testing phase had been completed. Further quality service checks are currently ongoing with users being asked to note if they would like to populate their online skill-set with further qualifications. The CoS referred SC to a discussion in a Continuous Improvement event held by the Force regarding the benefits of creating a repository of people skills, not necessarily related to role profiles.

The PCC led a discussion on how an in-depth level of detail regarding succession planning. The next phase of the Trent Skills project will capture the data required for the Force to be able to replace skill sets by mapping out what skills are required by different roles within the Force.

A discussion ensued regarding the Force's work with the College of Policing (CoP) on matching role profiles and skills set. It was established that because DP is a comparatively small force with one officer encompassing several roles that it would be difficult to follow the CoP's process of publishing role-specific job profiles. To counter this DPP will be conducting its own role assessments during the summer and early autumn of 2018.

The PCC reiterated the importance of having a costed training plan for 2019/20 which would feed into the overall financial plan for next year. The intention would be to extrapolate data from the 2019/20 plan to create a five year plan which would dovetail with other major projects. SC informed the Board that work had been done in January 2018 with heads of departments to establish training costs, also capturing PEQF intake costs which would potentially require the funding of 22 candidates. The PCC advised bringing forward the next round of training costs to the Autumn in order to capture the data well in advance of the precept discussions in February.

A further discussion ensued regarding how the unintended costs of training, for example travel and accommodation costs, were quantified. The DCC stated that this wasn't currently quantified however the undertaking of such work would be discussed.

Action: Discussion to take place within Force regarding the training budget for next year with particular attention to be paid to how the Force quantified unintended costs like travel and accommodation.

The discussion moved on to the Force's Professional Development Review (PDR) system. The Board were advised that the current system is not viewed in a positive light by staff as it difficult to use and doesn't have updating options to record good work or positive development. DP staff visited Thames Valley Police whose PDR system has been graded as 'good' by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS). The Thames Valley system is easy to use with reflective journaling facilities to record good work and development. SC informed the Board that a PDR task and finish group had been created to review and advise on the matter, with a new system to be ready to use by the end of July 2018.

A discussion ensued regarding the Chief Officer Group (COG) PDR, and whether it would be beneficial to upload the Chief Officers' PDR to the staff intranet, and film the Chief's PDR discussion with the PCC as part of the Force's Film Friday scheme with a view to encouraging DP staff to engage with the PDR system.

7. Standing Items

a) Risk Management Update

The Board acknowledged the update and agreed that more information would be beneficial around the financial impact on service delivery in order to reflect the critical nature of DP's current financial situation. The DCC stated that C/Supt Steve Cockwell was currently engaged in work around the financial aspect and that further detail could be provided in due course. The CoS requested that the required amendments be made to the document and the report be put forward to the Joint Audit Committee.

The CoS stated that Risk Management would be a standing agenda item which would appear monthly on the PB agenda.

Action: Risk Management Update to be amended according to PB suggestions and placed on the Joint Audit Committee (JAC) agenda for discussion.

8. Matters for Discussion

a) Hywel Dda University Health Board

A discussion ensued regarding an action from the Force's Futures Board concerning a response to the Hywel Dda University Health Board's consultation.

The Force stated that it was not felt that a response was required from them at this time.

b) Synopsis Report of FMS against State of Policing

The document was acknowledged by the Board. The PCC noted it was pleasing that HMICFRS responded positively to DP’s Force Management Statement (FMS).

c) OPCC Cyber Crime Conference 2019

The PCC updated the Board on his intention to host a St. David’s Day Conference in 2019 on the topic of Cyber Crime. No further action was required regarding this topic at present.

9. AOB

a) Settlement funding from Nick Hurd

The Board acknowledged the letter from Nick Hurd and considered his statement for the protection of a broadly flat police grant in 2019/20.

ACTION SUMMARY FROM MEETING 02/07/2018		
Action N°	Action Summary	To be progressed by
PB 2307	The PCC to liaise with the NPAS Operation Manager for the South West Russ Woolford to organize a meeting between NPAS, the OPCC and DPP Project Lead Supt Craig Templeton.	PCC
PB 2308	Voluntary Severance Draft Policy update to be provided in PB on the 17th of July.	SD
PB 2309	Jess Williams OPCC to attend DPP’s ANPR Board on the 20th of the month following a discussion with the PCC on the subject.	JW
PB 2310	SD to update the OPCC on the Give a Day to Policing Scheme.	SD
PB 2311	Sickness data and causation to be provided to Policing Board twice a year.	MH
PB 2312	Information regarding the Force’s make-up to be presented at Policing Board twice a year to coincide with new intakes into the Force.	MH/SC
PB 2313	Discussion to take place within Force on the 19th of July regarding the training budget for next year with particular attention to be paid to how the Force quantified unintended costs like travel and accommodation.	SD
PB 2314	Risk Management Update to be amended according to PB suggestions and placed on the Joint Audit Committee (JAC) agenda for discussion.	C/Supt Steve Cockwell