

<b>Meeting:</b>	<b>Policing Board</b>
<b>Venue:</b>	<b>OPCC Conf. Room</b>
<b>Date:</b>	<b>August the 14<sup>th</sup> 2018</b>
<b>Time:</b>	<b>09:00 – 11:00</b>

<b>Members:</b>	Dafydd Llywelyn, Police and Crime Commissioner (PCC) Chief Constable Mark Collins (CC) Carys Morgans, Chief of Staff, OPCC (CoS) Beverley Peatling, Chief Finance Officer (CFO)
<b>Also Present:</b>	Heddwyn Thomas, Director of Estates (DoE) Dylan Davies, Human Resources (DD) Staff Officer Gwyndaf Bowen (GB) Staff Officer Jayne Butler (JB) Miss Mair Harries (MH)
<b>Apologies</b>	Edwin Harries, Director of Finance (DoF)

<b>ACTION SUMMARY FROM MEETING 24/07/2018</b>		
<b>Action N°</b>	<b>Action Summary</b>	<b>Progress Update</b>
<b>PB 2315</b>	<b>Voluntary Severance Decision to be discussed in closed session at PAB on the 6<sup>th</sup> of August.</b>	<b>Complete</b>
<b>PB 2316</b>	<b>The HQ security provision to be discussed at Chief Officer Group (COG) meeting.</b>	<b>Complete</b>
<b>PB 2317</b>	<b>The Force's strategic direction in relation to Llanelli Town Centre policing to be discussed at COG.</b>	<b>Complete</b>
<b>PB 2318</b>	<b>Claire Parmenter to review decision surrounding Carmarthenshire station provision.</b>	<b>Complete</b>
<b>PB 2319</b>	<b>The PCC and CoS to meet with Jo Hopkins in relation to funding in lieu of the Apprenticeship Levy.</b>	<b>Ongoing</b>
<b>PB 2320</b>	<b>Funding opportunities regarding the Brechfa Wind Farm to be progressed by the EFM in liaison with relevant officers from the Force.</b>	<b>Ongoing</b>
<b>PB 2321</b>	<b>Sarah Cooper and Martin Swain to be invited for a meeting to come and see pathfinder activity.</b>	<b>Complete</b>
<b>PB 2322</b>	<b>Discussion with Ross Evans to take place regarding officers' awareness of the Pathfinder Provision.</b>	<b>Complete</b>

**DECISIONS ARISING FROM MEETING 14/08/2018**

Action N°	Action Summary	To be progressed by
<b>PB T2 76</b>	<b>To award insurance contract to RMP pending CFO's approval.</b>	<b>Procurement</b>
<b>PB T2 77</b>	<b>The Board approved the Welsh Language Strategy.</b>	<b>Welsh Language Officer</b>
<b>PB T2 78</b>	<b>It was agreed by all members that the procurement route of using the SCAPE Framework was approved. This has been successful awarded to Wilmott Dixon who will now be appointed to proceed on the first stage of the project feasibility.</b>	<b>DoE</b>

**2. Minutes of Previous Meetings**

The CC and PCC acknowledged the excellent work of outgoing staff officer GB during the past year.

PB 2315 - Voluntary Severance Decision to be discussed in closed session at PAB on the 6<sup>th</sup> of August – DD informed the Board that there are currently 7 applicants for the scheme. Applications will be considered by a panel chaired by the DCC, and appeals process will be conducted by the CC. The Board noted that the closing date for application is the 7<sup>th</sup> of September ahead of the Panel meeting on the 17<sup>th</sup> of September. Decisions will be confirmed by the 1<sup>st</sup> of October.

2316 – The HQ security provision to be discussed at Chief Officer Group (COG) meeting – It was noted that the DCC and DoE had met to discuss costings for the project of constructing a perimeter fence around Police HQ.

**Action: Estates Board and a future Policing Board to consider a business case for a perimeter fence around Police HQ.**

2317 – The Force’s strategic direction in relation to Llanelli Town Centre policing to be discussed at COG – It was noted that the CC was currently considering a multi-agency collaborative opportunity in Llanelli, however conceded that a DPP front office provision in the town centre was unnecessary due to the centre’s close proximity to the current DPP Llanelli police station. The CC highlighted positive feedback from residents in the town regarding the increased visibility of Neighborhood Policing Teams (NPTs). The PCC questioned DPP’s current provision in the surrounding areas of the town centre and how patrols could be maximized in those areas following a meeting between the PCC and four Llanelli Town Councillors.

**Action – MH to provide GB with contacts for Llanelli Town Councillors in relation to work with NPTs in the surrounding Llanelli area.**

2320 - Funding opportunities regarding the Brechfa Wind Farm to be progressed by the External Funding Advisor (EFA) in liaison with relevant officers from the Force – A discussion ensued regarding the most appropriate funding opportunity to progress with.

**Action: EFA to update the CFO on Brechfa Wind Farm funding opportunities.**

PB 2322 - Discussion with Ross Evans to take place regarding officers' awareness of the Pathfinder Provision – It was noted that the EFA and the Director of Commissioning (DoC) visited the Pembrokeshire Pathfinder provision earlier in the week.

**Action: Policing Board to receive a detailed report on the Pathfinder pilot in October 2018.**

### **3. Chief Constable's Update**

#### **Operational Updates**

The CC updated the Board on a fire at Aberystwyth's Belgrave Hotel on the 25<sup>th</sup> of July. The Board noted that an individual had been arrested for setting fire to the building which was declared both a major and a critical incident. The Board noted that the event would prove to be a major cost in terms of scene preservation which led to further questioning by the PCC. It was established that current overtime costs on the incident were running at £8000 to £9000.

The CC updated the Board on other incidents including but not limited to a firearms incident in Carmarthen, a self-inflicted knife wound in Brecon and a Novichok hoax in Pembrokeshire. The Board acknowledged the custodial sentences of 5 suspects involved in the assault on an individual in Aberystwyth ranging from 13 months to 7 years.

#### **Organisational Updates**

The CC updated the Board on a range of organizational incidents which were discussed in more detail during the HR update (item 6).

### **4. PCC's Update**

#### **Local**

The PCC stated that he had attended the Royal Welsh Show and thanked the operational team who allowed him to accompany them on evening duty in Builth Wells during the Show. The PCC noted it was pleasing to see the CCTV system working in the town.

The PCC stated that he had met with Cllr Phyll Davies in Llandrindod Wells and communicated an invitation for DPP to provide an update to the Powys Unitary Authority on Road Safety.

**Action: OPCC to provide the Force with details regarding an invitation extended to DPP to update Powys Unitary Authorities on roads policing.**

The PCC stated that he had met with PC Huw Freeman to explore a potential contribution from the Safer Dyfed-Powys Diogelach Charity to DPP cadets. It was noted that the CoS had previously received a draft report from PC Freeman in relation to his request for funding.

The PCC addressed a meeting with a representative from the Firearms Department and praised the reassurance provided by the department on outstanding issues.

The PCC updated the Board regarding a meeting with a representative from Carmarthen Fire Station to discuss the SWALES project which has also been discussed as part of the Chief Officer Group (COG) agenda.

## **National**

The PCC updated the Board on his visit to Unit 2, South Wales Police in relation to an action issued by the All Wales Criminal Justice Board (AWCJB) to review the analytical capabilities across Wales.

## **5. Diligence Report**

### **a) Insurance Renewal**

The Board addressed an application to renew DPP's insurance provision. The current providers RMP were understood to have bid again for the contract with a recommendation from DPP's procurement team to accept the bid. The CFO stated that as the bid was arranged in lots it may be possible to be more selective.

**Action: CFO to liaise with DPP's procurement team in relation to RMP contract bid.**

**Decision: To award insurance contract to RMP pending CFO's approval.**

## **6. Monthly Topic: HR (cont'd)**

DD provided the Board with an overall picture of DPP officers broken down by rank. The Board acknowledged that the number of officers is collated and updated automatically by an IT system on a daily basis.

A discussion ensued regarding the financial variations of secondments and collaborations. It was noted that secondments were externally funded and are accompanied by a secondment agreement which states that all moneys return to the Force. Collaborations such as those with TARIAN, ROCU and the JFU require a contribution from DPP as well as being supported by external grants in some cases.

The PCC questioned the benefits of collaboration for DPP. It was agreed that it is beneficial for DPP to have a footprint in national collaborative projects and

that the risk of officers requesting to return to their normal duties is minimal and easily addressed. There is however organisational risk should significant cuts to specific grant funding be made. DPP largely benefit from having their officers as part of other organisations.

The discussion moved on to collaborative funding and the Board noted that there is a current action from the Finance Gold Group to create more transparency regarding collaboration funding.

The PCC scrutinized the breakdown of officer numbers provided by DD questioning why some ranks are currently over establishment, for example DPP currently have 200 sergeants against the authorised 193. A discussion ensued regarding the importance of providing cover for sickness and maternity, and the CC stated that several of the ranks which were currently noted as 'over establishment' were so due to officers taking part in collaborative projects for example two Chief Inspectors are currently part of the ACEs project.

The CFO raised some questions in relation to the definition of 'authorised budget'. It was agreed that further consideration be given to this to ensure complete understanding to ensure financial establishment control.

**Action: DoF to provide financial analysis of secondments and collaborative attachments.**

A discussion ensued regarding utilizing senior police staff into roles currently undertaken by officers such as the current information manager role. The Board discussed the difficulty of utilising civilian detectives due to the rigorous PIP level 1 and 2 requirements needed to become an investigator. The PCC stated that HR and Occupational Health representatives would benefit from attending the People's Board.

The Board discussed the influence of the September intake on the current rank structure numbers, alongside officers leaving service in September and the impact of the voluntary exit scheme. DD stated that by September DPP would be at establishment level at 1164. It was noted that demand work would be completed by this time leading into a fully costed HR budgeted establishment plan aligned to work for a fully costed training plan. The CoS stated that a discussion had taken place at People's Board regarding a current £25,000 shortfall. The CFO queried whether the special grants received in lieu of the apprenticeship levy were being offset against planned savings in training.

The Board briefly discussed the PDR process which will be launched on the 1<sup>st</sup> of October with a view to records being completed by the 31<sup>st</sup> of March, 2019. The PDRs will be used alongside applications for promotions and jobs.

The PCC requested that DD consider sickness management within DPP as currently staff sickness levels are higher than those of officers. The PCC questioned whether there is an in-Force wellbeing champion and was informed that Occupational Health had newly appointed a mental health worker to address issues relating to stress.

**Action: HR/DoF to give further consideration to 'authorised establishment' to ensure financial and establishment control.**

**Action: HR data provided to Policing Board on August the 14<sup>th</sup> to be updated and returned to Policing Board on September the 18<sup>th</sup>.**

**Action: Policing Board to receive the Force's Costed Training Plan for 2018/19.**

## **7. Standing Items**

### **a) Risk Management Update**

The Board accepted the report and noted that no decision currently needed to be made.

### **b) Data Protection Breaches**

The Board discussed three referrals to the Information Commissioner's Office (ICO) which will be discussed outside of Policing Board by the CC and PCC.

## **8. Matters for discussion**

### **a) Urgent matter – Finance Gold Overtime**

The Board discussed the position of DPP having currently used 70% of its overtime budget for 2018/19 in the first 5 months of the financial year.

The CC requested time to review overline expenditure and consider the financial positive through the Gold Group, and notifying some in year savings had already been identified. The CC stated that following the 1<sup>st</sup> of September there would be restriction on over-time, and requests must be made through duty gold command.

**Action: A Finance Gold Group update to be provided in Policing Board on the 11<sup>th</sup> of September.**

### **b) Welsh Language Strategy**

The OPCC has considered the strategy and are comfortable with the outline. The CoS raised concerns regarding the budget allocated to translation services and a discussion ensued regarding whether the OPCC should provide payment for their use of the Force's translation service.

**Action: CoS to meet with ACC regarding implementation of the Welsh language strategy.**

**Decision: The Board approved the Welsh Language Strategy.**

### **c) Business Case for Willmott Dixon**

The Business Case has been reviewed previously by the DoE and the procurement department prior to be taken to the Estates Board in a five case model template format. The DoE recommended that the Board choose Scape whose value is detailed in the proposal put forward to Policing Board along with its work with South Wales Police on custody builds.

The CFO recommended clarity regarding the client's side resources with the DoE emphasizing that there is currently no financial liability due to the first phase of the contract only resulting in a build cost and build programme.

**Decision: It was agreed by all members that the procurement route of using the SCAPE Framework was approved. This has been successful awarded to Wilmott Dixon who will now be appointed to proceed on the first stage of the project feasibility.**

**Action: Consideration be given to client side resource requirements and governance arrangements.**

## 9. AOB

The Board discussed Goleudy's bid for additional growth to deal with medium risk domestic violence.

**Action: DoC to liaise with Irene Davies Jones regarding Goleudy report.**

The Board noted that the Goleudy document would be discussed at COG.

<b>ACTION SUMMARY FROM MEETING 14/08/2018</b>		
<b>Action N°</b>	<b>Action Summary</b>	<b>To be progressed by</b>
<b>PB 2324</b>	<b>Estates Board and a future Policing Board to consider a business case for a perimeter fence around Police HQ.</b>	<b>DoE/MH</b>
<b>PB 2325</b>	<b>MH to provide GB with contacts for Llanelli Town Councillors in relation to work with NPTs in the surrounding Llanelli area.</b>	<b>MH</b>
<b>PB 2326</b>	<b>EFA to update the CFO on Brechfa Wind Farm funding opportunities.</b>	<b>EFA</b>
<b>PB 2327</b>	<b>Policing Board to receive a detailed report on the Pathfinder pilot in October 2018.</b>	<b>EFA/DoC</b>
<b>PB 2328</b>	<b>OPCC to provide the Force with details regarding an invitation extended to DPP to update Powys Unitary Authorities on roads policing.</b>	<b>MH</b>
<b>PB 2329</b>	<b>CFO to liaise with DPP's procurement team in relation to RMP contract bid.</b>	<b>CFO</b>
<b>PB 2330</b>	<b>DoF to provide financial analysis of secondments and collaborative attachments</b>	<b>DoF</b>
<b>PB 2331</b>	<b>HR/DoF to give further consideration to 'authorised establishment' to ensure financial and establishment control.</b>	<b>HR/DoF</b>

<b>PB 2332</b>	<b>HR data provided to Policing Board on August the 14<sup>th</sup> to be updated and returned to Policing Board on September the 18<sup>th</sup>.</b>	<b>DD/MH</b>
<b>PB 2333</b>	<b>Policing Board to receive the Force's Costed Training Plan for 2018/19.</b>	<b>MH</b>
<b>PB 2334</b>	<b>A Finance Gold Group update to be provided in Policing Board on the 11<sup>th</sup> of September.</b>	<b>MH/DoF</b>
<b>PB 2335</b>	<b>CoS to meet with ACC regarding implementation of the Welsh language strategy.</b>	<b>MH/CoS</b>
<b>PB 2336</b>	<b>Consideration be given to client side resource requirements and governance arrangements.</b>	<b>DoE</b>
<b>PB 2337</b>	<b>DoC to liaise with Irene Davies Jones regarding Goleudy report.</b>	<b>DoC</b>