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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Carys Morgans, Chief of Staff, OPCC (CoS)Beverley Peatling, Chief Finance Officer (CFO) |
| **Also Present:** | Temporary Deputy Chief Constable Richard Lewis (T/DCC)Steve Cadenne, Human Resources (CS)Insp Stuart Davies, Staff Officer (SD)Mair Harries, OPCC (MH) |
| **Apologies** | Chief Constable Mark Collins (CC)Edwin Harries, Director of Finance (DoF) |



**Meeting: Policing Board**

**Venue: OPCC Conf. Room**

**Date: March the 12th 2019**

**Time: 09:00 – 11:00**



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| **ACTION SUMMARY FROM MEETING 29/01/2019** |
| **Action No** | **Action Summary** | **Status** |
| **PB 2390** | **Staff Officer to diarise a meeting between the PCC, the CC, Steve Hughson and John Davies to discuss charging models for the Royal Welsh in future.** | **Complete** |
| **PB 2391** | **Staff Officer to provide the Police and Crime Panel with a copy of the staff survey results.** | **Ongoing** |
| **PB 2392** | **The PCC to attend the next BCU leaders’ meeting in order to present his financial plans for the Force for 2019/20.** | **Complete** |
| **PB 2393** | **The CC to provide the PCC with a preview of upcoming series ‘Harbour Cops’.** | **Complete** |
| **PB 2394** | **Chief Officers’ calendars to be provided to the PCC on a weekly basis.** | **Complete** |
| **PB 2395** | **The PCC and the CC to discuss their views on the Police Liaison Unit ahead of the next All Wales Policing Group.** | **Complete** |
| **PB 2396** | **The DoF to formally request analysis of all collaboration budgets for 2019/20.** | **Ongoing** |
| **PB 2397** | **The PCC requested that the January financial position be presented at PAB on the 12th of February.** | **Complete** |
| **PB 2398** | **Cheryl Gayther to review current Freedom of Information requests to establish current trends.**  | **Complete** |
| **PB 2399** | **Additional responses to the Use of Force Deep Dive to be provided at the next Policing Board on the 26th of February.** | **Complete** |
| **PB 2400** | **The CoS and CFO to provide the AWPB with topics the OPCC wish to discuss at the AWPB on the 18th of February.**  | **Complete** |

**2. Minutes of Previous Meetings**

The PCC offered apologies for the cancellation of the previous Policing Board on the 26th of February due to ill-health. The Board accepted the minutes of the previous meeting as a true and accurate reflection of the discussion.

A brief discussion ensued regarding a review of the Police Liaison Unit (PLU). The Board expressed some confusion on how Commissioners will be provided with updates from the Collaboration Oversight Board, with the PCC stating that he would like to see the PLU’s Governance Structure and how it ties in with regional collaboration.

**3. Chief Constable’s Update**

**Operational Updates**

The T/DCC updated the PCC on a range of operational matters including but not limited to the stabbing of an elderly male in Ceredigion, the 21 year sentence handed to a man responsible for arson in Aberystwyth, the vandalism of protected Offa’s Dyke in Powys and the imminent sentencing of a former teacher from Llandysul for the possession of indecent images of children. The T/DCC also updated the Board on the condition of an officer assaulted while on duty in Synod Inn, and stated that both offenders responsible for the attack have been charged and remanded to custody.

**Organisational Updates**

The T/DCC stated that promotion board to the rank of inspector were progressing this week. It was noted that 22 applications for promotion had been submitted.

The T/DCC stated that no officers were currently on suspension; the PCC stated that this was pleasing to hear following a period of continuous small numbers of officers on suspension in early 2018.

**4. PCC’s Update**

**Local**

The PCC updated the Board on his Engagement Days in Carmarthen and Cardigan since the last Policing Board. The PCC praised OPCC staff for their work organising his annual St. David’s Day Conference on March the 1st which focussed on Cyber Crime, and particularly thanked Paul Callard and Gareth Jordan for their work on and leading up to the day of the conference.

**National**

The PCC updated the Board on his commitment to dialling in to the Digital Policing Board where currently big strategic discussions involving National-level Projects were being conducted.

**5. Standing Items**

**a) Risk Management Update**

The Board accepted the update which had previously been discussed at the Joint Audit Committee (JAC) in a different format. The CFO suggested that governance and financial management relating to collaboration should be added to the risk register. A brief discussion ensued regarding the scoring of different risks, with the CoS stating that some risks’ scores were amended over a period of years, which the document did not reflect.

**b) Data Protection Breaches**

The Board accepted the Data Protection Breaches update.

**c) HR**

In his report, SC provided the Board with clarification of the over-established posts within DPP. SC stated that the over-established roles are currently at chief superintendent, chief inspector and sergeant ranks, and provided the Board with a description of each role and their temporary end dates. The majority of the over-established roles were noted to have an end-date of the 27th of April 2019, apart from a few which had end dates within the month of July 2019. A discussion ensued over the detail of some temporary posts.

SC queried whether the Board was happy with the format of the reporting style, and stated that the document would be provided to the Force Resource Management Group (RMG) in late March. The CFO stated that a differentiation should be made in the report between the post title and post holder as the holder will change while the title will remain constant.

A discussion ensued about projections for the coming year which would be presented to PB on a monthly basis. The PCC queried why the establishment figure for 2019 is so high and was informed that 40 positions were to be removed however it hadn’t been decided from where the 40 would come and so they have been left as part of the establishment for now. SC stated that he would remove predicted establishment data and keep predicted actual data because the predicted establishment figures do not benefit the report. The PCC queried whether this information is taken into account during Force RMG meetings, which are chaired by the T/ACC. The T/DCC stated that the report is used by the T/ACC to move officers into different roles.

The PCC queried how the vastness of the force area affects officer numbers on a day to day basis, stating that an officer responsible for conducting a prisoner from one station to another is effectively unable to respond to further calls as they are carrying out this duty. The T/DCC stated that all officers on duty are carrying out vital policing work, and stated that while officer numbers may be limited in some cases, further support is provided by Neighbourhood Policing Teams (NPTs) and partner agencies.

The discussion moved on to the staff survey which SC stated showed that DPP staff are committed to serving their communities by doing the best job they can, however SC stated that it may not always be possible for staff to respond in the way they may wish. The PCC queried the rationale of placing officers in special investigation teams such as the ICAT team, which are desk-bound, when they could potentially be tasked with other duties. The T/DCC stated that there are currently only 12 officers working as part of the ICAT team, and that those roles are important for officers who may be on restricted duty for medical reasons which prevent them from pursuing active duty. The T/DCC stated that that the T/ACC is reviewing how DPP risk assess in order to potentially free up officers currently on restricted duty.

A discussion ensued regarding the results of the staff survey and whether it would be possible to circulate the information to the Police and Crime Panel. SC stated that he would source an infographic that had previously been distributed around the Force by DPP’s Press Office, and liaise with Dr Les Graham regarding providing a voice over for a presentation on the Force’s sickness figures.

The discussion moved on to the seconded and collaborative roles within DPP. SC stated that 74 Police Community Support Officers (PCSOs) are funded by Welsh Government until March 2020. Other officers which are either fully or part funded include 13 School Liaison Constables, a Brexit Chief Inspector, an Adverse Childhood Experiences (ACEs) Chief Inspector and a Go Safe Officer.

A discussion ensued over the Joint Firearms Unit (JFU) project. The CFO stated that no clarity has been provided regarding the ROCU funding or the JFU revenue budget. The T/DCC questioned the funding relating to officers in South Powys whose posts were held as the JFU project commences, and queried whether the saving were DPP’s or the JFU Collaboration’s.

The Board discussed a number of vacancies within the Force which appeared to remain unfilled, and whether there was potential to remove those vacancies from the establishment figures. The T/DCC stated that a number of posts had not been filled in order to assist with budgetary issues, with up to 17 posts being held for April 2019. The Force RMG scrutinised vacant roles to determine whether they are required.

A brief discussion ensued regarding sickness levels. SC stated that the biggest proportion of absences was caused by psychological issues at 33%, followed by musculoskeletal issues. The average number of sickness absences had decreased overall, although psychological disorders remained constant with absence length in 2015 standing at 42 and only increasing slightly in 2018 to 44. SC stated that sickness days lost in 2017 were 22915, while in 2018 they had decreased to 21493. SC expressed concern that miscellaneous reasons for absence had increased in 2018 however work was ongoing to remedy the situation.

The CoS closed the discussion by presenting a request from Pembrokeshire Public Service Board, where organisations were asked to consider becoming Foster Friendly Employers, giving foster carers additional days away from work in order to attend meetings and other business relating to foster care.

**Action: Retrospective workforce movements to be included in the PB establishment report, including local and national data.**

**Action: Timeline of funding in relation to co-funded and part-funded officers to be included in the HR report to PB.**

**Action: CFO and DoF to discuss collaborative works outside of PB.**

**Action: Governance and financial management of collaboration projects to be considered in a future PB meeting.**

**Action: SC to separate short and long term absence data in the HR report to PB.**

**Action: SC to review the miscellaneous sickness absences in the Force’s sickness data Jan 2018 – Dec 2018.**

**Action: Infographic distributed around the Force to be provided to CoS.**

**Action: Force to consider Pembrokeshire Public Service Board’s Foster Friendly Employers Scheme at the JNCC meeting.**

**6. Matters for Discussion**

**a) Harbour Cops Broadcasting**

A media contract awaiting the signature of the PCC was discussed. The PCC stated that this and another media contract had been sent to his office for signing, and requested that in future such contracts be brought to PB for discussion ahead of signing.

**Action: CoS to ensure due diligence of media contract provided to the PCC.**

**b) ICV Quarterly Update**

The PCC accepted the report and praised the good working relationship between Independent Custody Visitors (ICVs) and DPP Custody Officials.

**Action: SD to feedback positive comments from OPCC ICVs to the Head of Custody.**

**c) Use of Force Response**

The PCC requested that timescales for actions be included within the report, but aside from this action praised the report which was well received by the OPCC.

**d) Finance**

A brief discussion ensued regarding the financial position of DPP as the financial year draws to an end. In the absence of the DoF the CFO stated that she had liaised with the Force’s finance team to establish the final overspend figure, which was thought to be slightly lower than what was previously predicted by the DoF at February’s Policing Accountability Board. The CFO stated that at this stage of the financial year, she felt that the baseline budget was too high with limited time and options left to remedy this position. The PCC expressed frustration that his office had consciously not spent money in some areas in order to support DPP’s financial position.

**Action: MH to speak with Ian Williams to arrange a meeting with the CFO ahead of next week’s series of finance-related meetings.**

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| **ACTION SUMMARY FROM MEETING 12/03/2019** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2401** | **Retrospective workforce movements to be included in the PB establishment report, including local and national data.** | **SC** |
| **PB 2402** | **Timeline of funding in relation to co-funded and part-funded officers to be included in the HR report to PB.** | **SC** |
| **PB 2403** | **CFO and DoF to discuss collaborative works outside of PB.** | **CFO/DoF** |
| **PB 2404** | **Governance and financial management of collaboration projects to be considered in a future PB meeting.** | **SC** |
| **PB 2405** | **SC to separate short and long term absence data in the HR report to PB.** | **SC** |
| **PB 2406** | **SC to review the miscellaneous sickness absences in the Force’s sickness data Jan 2018 – Dec 2018.** | **SC** |
| **PB 2407** | **Infographic distributed around the Force to be provided to CoS.** | **SC** |
| **PB 2408** | **Force to consider Pembrokeshire Public Service Board’s Foster Friendly Employers Scheme at the JNCC meeting.** | **SC** |
| **PB 2409** | **CoS to ensure due diligence of media contract provided to the PCC.** | **CoS** |
| **PB 2410** | **SD to feedback positive comments from OPCC ICVs to the Head of Custody.** | **SD** |
| **PB 2411** | **MH to speak with Ian Williams to arrange a meeting with the CFO ahead of next week’s series of finance-related meetings.** | **MH** |