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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC) |
| **Also Present:** | DCC Claire Parmenter, DPP (CP)  DoF Edwin Harries, DPP (EH)  DoC Alison Perry, OPCC (AP)  Steve Cadenne, Assistant Director HR, DPP (SC)  Anna Bowden, Commissioning Support Officer, OPCC (AB)  PS Andrew Williams, Staff Officer (AW)  Mair Harries, Executive Support Officer (MH)  Supt Ifan Charles, DPP (IC) |
| **Apologies** | Chief Constable Mark Collins (CC)  T/ACC Vicky Evans, DPP (T/ACC)  Carys Morgans, Chief of Staff, OPCC (CoS)  Beverley Peatling, Chief Finance Officer, OPCC (CFO) |



**Meeting: Policing Board**

**Venue: OPCC Conf. Room**

**Date: September 24th**

**Time: 09:30 – 12:30**



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| **ACTION SUMMARY FROM MEETING 03/09/2019** | | |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2373** | **Staff Officer to provide the PCC with statistics of quad bike thefts by the next PB meeting.** | **Complete** |
| **PB 2374** | **Fraud Safeguarding Officer post funding to be discussed outside of Policing Board.** | **Ongoing** |
| **PB 2375** | **SD to provide prevention statistics regarding fraud cases to the PCC.** | **Ongoing** |
| **PB 2376** | **AE to provide the PCC with information regarding the number of Domestic Abuse Cases which utilise Body Worn Camera footage.** | **Cancel** |
| **PB 2377** | **AE to provide the PCC with the figures showing increases of reported crime in relation to the implementation of the Vulnerability Desk.** | **Cancel** |
| **PB 2378** | **The CC liaise with Carmarthenshire County Council to discuss opportunities for introducing Multi Agency Safeguarding Hubs.** | **Complete** |
| **PB 2379** | **The Staff Officer to circulate the letter regarding the Stephen Lawrence Bursary in-Force.** | **Complete** |

**2. Minutes of Previous Meetings**

The minutes of the previous meeting hosted on the 3rd of September were deemed to be a true and accurate reflection of the discussion.

In relation to PB 2376, a discussion ensued regarding how DPP review utilisation of Body Worn Cameras with the PCC and DCC stating that a presentation to PB by DPP representatives responsible for monitoring the cameras would be beneficial.

**Action: OPCC to include in its Forward Work Plan for Policing Board contributions an update from the Body Worn Camera team and how officers’ use of the cameras is monitored and the impact the cameras have on police investigations.**

**3. Chief Constable’s Update**

**Operational Updates**

The DCC updated the Board on several operational updates including activity by Extinction Rebellion in Valero, Pembroke, the death of an emergency worker in Pembrokeshire and an assault on a male outside a night club in Llanelli.

**Organisational Updates**

It was noted that there is currently one police officer and one PCSO suspended from duty. The DCC stated that Her Majesty’s Inspectorate of Constabulary Fire and Rescue Service (HMICFRS) hosted an All Wales meeting the previous week where it was stated that Police Effectiveness Efficiency and Legitimacy would be more risk-based in future. It was noted that there were currently digital backlogs across the force which are being monitored, and would be discussed in the demand meeting on the 4th of October. The Board also learned that the new Head of the Police Liaison Unit (PLU) Paul Morris would commence in post on the 1st of November. Work was ongoing within the Force regarding the restructure of the Governance and Performance arrangements which would include decisions on filling Paul’s substantive post. The structure would deliver a potential efficiency saving of 1 role and would be live from November.

A full business case for the agile working project would be ready on 31st October. This included a view on what resources were required to take the work forward, with an expression of interest to be published for staff and officers.

Interviews for the Head of Peoples Services were due to be held on 15th and 17th October.

The head of Corporate Communications team would be back in Force on 30th September and based in ACPO to lead on strategic communications and marketing.

**4. PCC’s Update**

**Local**

The PCC updated the Board on his recent local engagements including his attendance at a Llanelli Town Council meeting, and a PCC engagement event at Crymych Mart. The PCC also informed the Board of his attendance at a #ProjectEDWARD event in Llyswen, Powys to raise awareness of safe driving.

**Action: PCC to email Chief Inspector Jolene Mann and Supt Craig Templeton following his meeting with Llanelli Town Council.**

**National**

The PCC updated the Board on his chairmanship of the AWPG and stated that he would be attending a Brexit meeting on the 26th of September with Wales’ CCs and Welsh Government representatives.

The DCC requested whether future updates from the PCC could include brief headlines from meetings, to share information and indicate what action was required from the Force/OPCC as a result.

**Action: Future PCC updates to include headlines and actions from meetings**

**5. Standing Items**

1. **Risk**

The PCC queried the contingencies for DPP’s Brexit plans and was informed that the CC would receive a briefing paper later this week.

**Action: DPP to share Brexit contingencies report by Chief Insp Steve Lee with the PCC.**

1. **HR**

SC opened by stating that it had been decided with the CoS that the HR update would feature the same data set provided to People’s Board (DPP). This data would provide an evidence base for the activity of the People’s Board.

SC reviewed gender representation across all police ranks and noted a disparity in Sergeant and Inspector levels. It was noted however that several females had been promoted to Chief Inspector rank recently, causing a lack of female representation at Inspector level. SC stated that work was ongoing to understand what barriers there were to stop females from progressing from PC level to Sergeant. It was noted that females are generally achieving higher grades than males in Sergeants’ exams, however less females are applying to take the exam. The DCC stated that currently PCs can apply to take the Sergeants’ exam, however in future the permission of the line manager would need to be sought before sitting the exam. The PCC emphasised the importance of ensuring consistent female representation at Sergeant level in order to ensure representation at higher ranks in future.

The discussion moved on to workforce planning. SC stated that officers working collaboratively had previously not been counted as part of the Force’s establishment, however they were now counted in the Force figure. It was noted that some ranks included posts which were not established posts, rather the individuals were working on specific projects. The DCC emphasised that by January 2020 the current eight non-established posts would either be made established posts, or the individuals holding the posts would complete their projects.

The PCC aired concerns regarding officer numbers, which in September 2019 was 1090, compared to the figure of 1160 in September 2018. The DCC assured the PCC that staffing was not at critical levels, and that additions of transferees to areas such as North Powys, which has seen officer losses, would assist with demand. The PCC was concerned that fluctuations have occurred in officer numbers over the last year, particularly as spikes in numbers during periods of officer intakes have not offset the numbers of officers leaving the Force through retirement or individuals seeking opportunities elsewhere. The PCC queried where the underspend was as officer numbers were continuously under strength, leading to a discussion with the DoF regarding how the police pay budget is set by reviewing expected retirees and leavers against potential intake numbers.

**Action: HR to ensure that total officer number predictions for 2019/20 are provided as part of the next PB update.**

A brief discussion ensued regarding other opportunities and posts across the Force, and potential new ways of filling roles including upskilling current staff so they can fill a higher ranked position.

The DCC stated that a paper would be provided to Policing Board following the Force’s demand day scheduled for 4th October to outline the future proposals.

1. **Financial Position – August**

The DoF stated that some considerable costs had been incurred for recruitment and legal fees. A brief discussion ensued regarding capital costs incurred by the OPCC estate fees due to the changing position of planned builds across the force area.

**6. Focus: RMS Contract**

A discussion ensued regarding the RMS Contract with the DoC communicating a concern raised by Detective Chief Superintendent Steve Cockwell during DA Gold Group whether the NOMS system utilised by other departments in the Force to assist with Offender Management schemes and Domestic Abuse cases had been fully considered in the RMS tender.

**Action: DPP to review the RMS tender to establish whether NOMS usage had been considered.**

The DCC informed the Board that the tender process will result in a demonstration day on the 1st and 2nd of October, followed by negotiations on the 10th and 11th October. It was noted that currently there was only one supplier in the process, and that enhanced scrutiny had been placed on the project to ensure value for money. The Board heard that a recommendation report would be provided to Policing Board in December.

1. **Brexit Back-record Conversion**

The document to be brought to Policing Board at the next meeting in October following the PCC’s discussion with CCs and Welsh Government representatives on the 26th of September.

1. **Offender Diversionary Scheme Tender**

IC stated that the Diversionary Scheme process was commenced in May 2019. An interview process was conducted with two out of three applicants for the tender, with a two-year contract awarded to the successful applicant Gwalia, who are the providers of the current pilot scheme. It was noted that DPP would commence the scheme on the 1st of November, and that the PCC had previously signed a decision in support of this. IC stated that a process mapping exercise had been conducted in May 2019 to streamline the process, and a demonstration event had been hosted with DPP’s IS&T department during the week commencing the 16th of September. It was noted that the scheme would allow custody sergeants to update service providers with details of a crime by completing an e-form. The PCC queried whether internal communication regarding the scheme had been made and was informed that a short video was being circulated to staff outlining the new policy and practices. AP stated that a Communications Strategy had been requested from Corporate Communications team via the CoS ahead of launching the scheme in November. This should provide internal and external arrangements, including partner agencies and media.

The PCC requested further detail regarding the everyday application of the scheme. It was noted that an automated e-form is provided to the service provider when an individual commits a crime, and the service provider will contact the offender to offer support. AP stated that the OPCC and DPP will have sight of all information on the case management system, and OPCC representatives would regularly meet with the service provider to discuss contract management. The PCC recommended a robust approach to reviewing the service provider’s work to ensure the best service is given to offenders. The PCC queried the service provider’s policy when offenders breached the terms of their release by missing appointments with the service provider. It was noted that the project team had thoroughly considered the locations for offenders to attend meetings with the service provider, however a meeting would be held with the service provider the week commencing the 30th of September to discuss further. It was noted that a Performance Framework had been created for the scheme by Claire Sedgwick (DPP) and would be maintained for three years to evaluate the service with annual assessments.

It was noted that the aim of the scheme was a reduction in re-offending, however the PCC emphasised that capturing this data was vital in order to compliment demand work to quantify a reduction in police demand. IC stated that he would be presenting his work on the Offender Diversionary Scheme at October’s Strategic Criminal Justice and Custody Board (DPP) with the aim of creating a task and finish group to progress with different elements of the work. The DCC stated that it would be beneficial for an update on the scheme to be provided to the Performance and Outcomes Board (DPP) following its first few months of implementation.

**Action: Update on the Offender Diversionary Scheme to be provided to the Performance and Outcomes Board in January 2020.**

It was noted that there was a small shortfall of approximately £35,000 within the Commissioning Budget (OPCC) for 2020/21 to ensure delivery of the Diversionary Scheme. Whilst this was deemed surmountable, it would need to be considered as part of wider precept discussions for 2020-21.

1. **SARC Finances**

The DoC stated that SARC had been agreed as an operational model at a previous Policing Board meeting. It was noted that the health service and policing had agreed to a 50-50 split on costings for the project, however discussion was still ongoing over how funding would be split between South Wales Police, Gwent Police and DPP. The DoC stated that South Wales Police insisted that the costs should be split equally as they were related to infrastructure however DPP disagreed as much of the costs related to operational service provision. The DoC stated that costs for the project from DPP’s perspective were estimated to range between £140k-£170k for Phase 1 of the project. However, the operational model accompanying this included removal of Carmarthen and Newtown as acute sites. The DoC and CFO were keeping a very close watching brief on this project, along with Det Supt Griffiths from DPP in order to ensure residents of Dyfed Powys receive the most appropriate service. Future updates would be available as the regional project progresses the next steps of Phase 1.

1. **OPCC Deep Dive First Point of Contact**

It was noted that the paper for OPCC’s deep dive would be presented to Policing Board in October.

1. **Update on job evaluations for assistant directors**

It was noted that work was ongoing on job evaluations for assistant directors.

1. **DPP Letter Thefts**

The PCC presented a letter sent to him from the National Farmers’ Union (NFU) raising concerns over quad bike thefts in Powys in particular. The PCC referred to an update from Insp Chris Neve (DPP) in Policing Board on September the 3rd noting that over 70 quad bikes had been stolen during 63 crimes in the last 6 months, and noted that this was a consistently high number. The PCC stated that Insp Neve’s update had provided reassurance over DPP’s activity regarding the thefts of quad bikes. The PCC also visited Brecon police station during the previous week and discussed with officers the benefits of encouraging owners to place trackers on quad bikes, making it easier for DPP to track them down following a theft. IC provided a detailed update on the work in Powys including the fact that meetings were being arranged by Stuart Bell between DPP and other Welsh forces to co-ordinate an all-Wales response to the increase in quad bike thefts. The PCC was reassured by the comprehensive update provided, demonstrating the proactive work being undertaken in this area.

**Action: OPCC to co-ordinate response with DPP to NFU’s letter raising concerns over quad bike thefts.**

The PCC raised concerns over the charging policy for quad bike owners who have had their vehicles recovered. The PCC felt it inappropriate for victims of crimes to be charged for vehicle storage when quad bikes are recovered by DPP.

**Action: Staff Officer to establish DPP’s policy, the local policy and national policy for charging victims of quad bike thefts for vehicle storage and recovery.**

1. **HMIC Spotlight Report on Collaboration**

It was noted that a pan-Wales response was being co-ordinated for HMICFRS across all four Welsh Forces.

1. **JFU and new firearms training facility**

It was noted that the Chief Finance Officers across the four Forces in Wales would attend a JFU finance meeting next week, followed by a general JFU meeting on the 7th of October. The PCC and DCC raised concerns regarding the JFU which will not be ready until the 31st of December 2019. The PCC also raised concerns over the timescales for decisions regarding the JFU funding model as the date of the May 2020 PCC election draws nearer.

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| **ACTION SUMMARY FROM MEETING 24/09/2019** | | |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2380** | **OPCC to include in its Forward Work Plan for Policing Board contributions an update from the Body Worn Camera team and how officers’ use of the cameras is monitored and the impact the cameras have on police investigations.** | **CoS/MH** |
| **PB 2381** | **PCC to email Chief Inspector Jolene Mann and Supt Craig Templeton following his meeting with Llanelli Town Council.** | **PCC** |
| **PB 2382** | **Future PCC updates to include headlines and actions from meetings** | **MH** |
| **PB 2383** | **DPP to share Brexit contingencies report by Chief Insp Steve Lee with the PCC.** | **DPP** |
| **PB 2384** | **HR to ensure that total officer number predictions for 2019/20 are provided as part of the next PB update.** | **Steve Cadenne** |
| **PB 2385** | **DPP to review the RMS tender to establish whether NOMS usage had been considered.** | **DPP** |
| **PB 2386** | **Update on the Offender Diversionary Scheme to be provided to the Performance and Outcomes Board in January 2020.** | **IC** |
| **PB 2387** | **OPCC to co-ordinate response with DPP to NFU’s letter raising concerns over quad bike thefts.** | **MH** |
| **PB 2388** | **Staff Officer to establish DPP’s policy, the local policy and national policy for charging victims of quad bike thefts for vehicle storage and recovery.** | **Staff Officer** |