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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Chief Constable Mark Collins, DPP (CC)DCC Claire Parmenter, DPP (DCC)Assistant Chief Constable Emma Ackland, DPP (ACC)Carys Morgans, Chief of Staff, OPCC (CoS)Beverley Peatling, Chief Finance Officer, OPCC (CFO)DoF Edwin Harries, DPP (DoF) |
| **Also Present:** | Director of Estates Heddwyn Thomas, OPCC (DoE)Superintendent Richard Hopkin, DPP (RH)CI Richard Yelland, Staff Officer, DPP (RY)Mair Harries, Executive Support Officer, OPCC (MH) |
| **Apologies** |  |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 25th of August 2020**

**Time: 14:00 – 16:30**



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| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2391** | **Members to provide Mair Harries with requested amendments to the minutes of the previous meeting by the end of the week.** | **Complete** |
| **PB 2392** | **DG to establish why an FOI from the press relating to police officer convictions had not been answered by Dyfed-Powys Police.** | **Complete** |
| **PB 2393** | **DG to provide the PCC with comparative data from other forces regarding police officer convictions.** | **Ongoing – Debby Jones making enquiries.** |
| **PB 2394** | **CT to ensure that the OPCC are invited to take part in the individual NEEDS assessment work.** | **Ongoing** |
| **PB 2395** | **The Force’s summary report of the Police and Crime Plan to include additional examples of good work to highlight staff’s commitment to supporting to plan.**  | **Ongoing** |
| **PB 2396** | **Force to provide additional information of areas of business which would benefit from additional support with regard to the Police and Crime Plan objectives.** | **Ongoing – RY will have monthly meetings with OPCC.** |
| **PB 2397** | **The Force’s engagement with Victims to be discussed at Policing Board in August 2020.** | **Complete** |
| **PB 2398** | **Force to provide the PCC with the NPCC’s update guidance on mobile phone extraction for information and the report relating to the Force’s position on this matter.** | **Complete** |
| **PB 2399** | **Brecon Estates Project to be considered alongside the next Policing Accountability Board on the 4th of August.** | **Complete** |
| **PB 2400** | **Gary Mills to provide the PCC with the review of future training which considers which training can be provided virtually.** | **Ongoing** |
| **PB 2401** | **Force to provide the PCC with information regarding its own procurement of electric vehicles.** | **Complete** |
| **PB 2402** | **Force to provide the OPCC with a response to the HMIC’s Collaboration Spotlight Report.** | **Complete** |

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| **Decision No** | **Decision Summary** |
| **PB T2 128** | **The PCC in agreement with the PCC agreed that a contract be awarded to Jenoptik Traffic Solutions UK Ltd in the value of £35,391.53 excluding VAT for the fixed safety camera schemes across Wales.** |
| **PB T2 129** | **The PCC in agreement with the CC signed the Dying to Work Charter which ensures that workplaces provide support to terminally ill staff members.** |

**2. Minutes**

It was agreed that the minutes of the previous meeting were a true and accurate reflection of the discussion.

**Action – When the Surveillance Commissioner next comes to visit the Force, the PCC to meet with them to scope the landscape with regard to the work.**

**Action – The Force and OPCC to consider positive engagement with the media around the Force’s plans to procure hydrogen cars regarding action PB 2401.**

**3. CC’s Update**

The CC stated that one PC was currently suspended, and a sergeant is also currently suspended. There have been 13 assaults on officers in the last month consisting mainly of kicking and hitting, with welfare and support being offered to all officers affected.

The CC stated that sentences have been handed out to offenders during the last few weeks in relation to serious organised crime and county lines offences. The CC also stated that Operation Boxhill working in collaboration with West Midlands Police, Transport Police and the National Crime Agency resulted in arrests in the Aberystwyth area earlier this month.

The CC stated that a high-profile case regarding an individual claiming to be a key worker while in fact transporting illegal drugs into the Force area had resulted in an eight and a half year sentence being given this week.

The CC stated that the Chief Officer Roadshows were ongoing throughout the month of August. Officers and staff were given the option to dial in or attend in person, with social distancing measures being adhered to. The CC stated that OPCC staff were welcome to dial in to the roadshows, and that roadshows were scheduled to take place in Police HQ in September.

The DCC provided an organisational update regarding the appointment of a high level HR post in Police HQ. It was noted that a number of interviews had been conducted virtually, resulting in the appointment of an individual who will commence in post on the 4th of October. It was noted that the individual’s first week in Force would include an induction with all departments in Police HQ including the OPCC.

The DCC stated that the National Police Wellbeing Service will be conducting an in-house review of Occupational Health. A report on this matter will be delivered by October, and the DCC noted that Dyfed-Powys would be one of the first forces in England and Wales to conduct this review in order to establish the capacity of the Occupational Health team for future demand.

The DCC went on to state that Dyfed-Powys Police are in the final stages of completion of the Force Management Statement. A forward plan is being completed within the next two weeks, after that time it will be shared with the OPCC. It was also noted that a Governance Review was being conducted to review the governance structure of meetings following the impact of Covid-19 on the way meetings have been held.

The DCC stated that staff had been providing feedback on the Force’s DAP system over the past three weeks. This system allows staff to track their personal development and set goals as part of their roles. It was noted that a business meeting would be held with the IS&T team to make developments to the system in line with what staff have requested. It was noted that the Force had a 93% compliance rate for staff and officers completing the review.

**4. PCC’s Update**

The PCC provided an update on the progress on the National Police Air Service work with Cardiff Airport. It was noted that meetings are ongoing between the two organisations which has the support of Welsh Government and would be a potential option for the police air service in Wales.

The PCC also provided an update on his local commitments including a meeting of the Dyfed-Powys Police and Crime Panel on the 24th of July and his continuing weekly meetings with Welsh Government and other Commissioners in Wales.

The PCC stated that he would be attending a meeting of the National Library/Central Repository Task and Finish Group on the 1st of September followed by attendance at a demonstration day of the Maritime and Coastguard at West Wales Airport in Cardigan on the 3rd of September.

**5. Standing Items**

**a) HR**

The PCC sought reassurance regarding the vacancies impacted by Covid-19, and referenced the currently vacancies listed on page 11 of the document provided by SC. SC stated that recruitment was frozen for 8 – 10 weeks during the lockdown, however the posts affected are now unfrozen and are currently out for recruitment. The DCC stated that a workforce tracker is kept for all posts in order for discussions to take place regarding each post and to establish whether the role is necessary. The DCC stated that she has received a business case for additional roles to enter into the Information Management Team due to their increased demand over the last 2 years. This request will be considered by the Chief Officer Group (COG) to see whether the roles can be filled by redirecting resources from other teams. The PCC posed a number of questions regarding a post within the CCTV team, querying whether additional demand has caused the need for the vacancy advert. It was noted that the current CCTV operator has another role within the Force which means additional support is required for this role, however the Force hasn’t received concerns regarding additional demand on the CCTV team.

The CFO stated that beneficial discussions were hosted with regard to HR matters on Friday which have improved the templates and data provided. The CFO raised a concern regarding ‘Authorised Establishment’ noted on page 7 and advised being clear and consistent with regard to what is meant by this term. Staying on page 7, the CFO recommended including the March position in the data in order to provide consistency across the timeframes.

**Action: SC to clarify which period the Board would like included within the HR document in order to provide consistent data.**

**Action: The CFO and SC to liaise outside of the meeting with regard to providing consistent timeframes for HR data within the HR report.**

The CFO queried whether the fact that staff are able to work at home now has impacted on sickness levels, and queried whether there would be benefit trying to understand the split between long and short term absences and how they can skew high-level sickness data levels. SC stated that a report has been provided to the Board this year with those sickness data levels included up to January 2020.

**Action: SC to provide data regarding whether flexible working has impacted on sickness levels during the Covid-19 lockdown.**

The discussion moved on to the data set for Operation Uplift provided on page 6 of the presentation. SC stated that Dyfed-Powys Police have to provide the Home Office with monthly data sets for predicted new recruits and predicted leavers. This then impacts the data provided to the Board on page 6 because it includes details which would not normally be used for workforce planning but which is required by the Home Office.

The discussion moved on to other factors which are now included in the report including misconduct practices, learning and development and Black Asian Minority Ethnic (BAME) figures. It was noted that additional data on positive action will be included in the report and will show how BAME applicants fare against Caucasian applicants in the process.

SC moved on to the Fairness at Work process within Dyfed-Powys Police, which HMIC had previously noted is used so infrequently that staff and officers were unaware the process existed and were not confident to take part in the process. SC stated that more individuals are now taking part in the process and that awareness of it had increased following the recommendations by HMIC and subsequent action taken by Dyfed-Powys Police to meet the level of requirement.

The DCC stated that 8-9 months ago the attendance of performance plans within the Force was close to zero, and now attendance is up to 48 for officers and 58 for staff. The DCC noted that it is important to support staff and for line managers to actively supervise staff who require additional support with their development. The PCC stated that the information included in the HR Performance Report has improved significantly, and expressed his gratitude for the support provided by SC and the HR team.

**b) Covid-19**

CR stated there were two aspects to his update which included Recovery and Smarter Working. CR stated that all front desk services in Police HQ had now re-opened with appropriate signage and social distancing measures. No service user or health and safety issues have been reported to date. It was also noted that Firearms Licencing staff have recommenced their home visits with appropriate social distancing measures in place. The PCC raised concerns that insufficient staffing is in place within the Firearms Team to carry out the department’s duties, and queried whether there is a backlog of work within the team. The CC stated that all home visits were stopped during the lockdown which has created a backlog, and all new applications were stopped again due to the lockdown. The CC has requested a notice to appear on the team’s website noting that the department would resume business as usual from next week, and that the team was working through the backlog. The PCC queried what engagement was taking place with the British Association for Shooting and Conservation (BASC) and Countryside Alliance; the CC stated he hadn’t received complaints from those organisations however he would take this forward with the team.

**Actions: Staff Officer to liaise with the Firearms Team regarding communication from external firearms organisations.**

It was noted that a small number of staff and officers continue to work from home due to health and shielding requirements. One member of staff is currently quarantining due to returning from a country which requires this action, and another member of staff is shielding due to close contact with another individual who has tested positive for Covid-19. CR stated that due to the unreliability of asymptomatic testing staff and officers are not tested unless they develop symptoms, in line with Public Health Wales recommendations. Line managers have been provided with guidance from Occupational Health and HR which continues to support all staff throughout this period.

CR moved on to the Recovery Plan regarding Reassuring, relating to staff welfare following the impact of Covid-19. It was noted that work was ongoing with providing reassurance of risk, staff welfare, and collating evidence of staff engagement during the Covid-19 period. A summary page has been created outlining good practice as staff have been brought back into the workplace, and each business area has been asked to fill a questionnaire regarding a number of issues ranging from communication to the police estate before providing a risk grading for the department. C stated that the Force was now moving out of the Response phase into Recovery, resulting in a Recovery Plan realisation in October.

The PCC queried what the timeline was for actions relating to risks to Health and Safety. The DCC stated that the Health and Safety team have been prioritising the Personal Protective Equipment (PPE) project for the past few months, however the next stage of the action planning is to complete a Red Amber Green rating system for actions in order to progress them in a timely fashion.

The discussion moved on to Smarter Working, noting that SC is working to categorise different roles in the Force into fixed and flexible to determine which roles could work in separate locations and what this means for the estate. It was noted that a NEEDS assessment was ongoing to establish the needs of staff who may have mobility issues; the Force will provide these individuals with the necessary equipment for them to be able to work from home comfortably.

The PCC provided an update on the re-arrangement of the layout within the OPCC as preparations are made for the Welsh Ambulance Service Trust (WAST) to move into part of its office space. The PCC was eager for the impact on staff to be considered and for the office to potentially invest in additional furniture for the purpose of bringing back staff to a welcoming environment. CR stated that he had received welcome co-operation from the Force and from the OPCC to inform his recovery and smarter working project.

**c) Finance Update**

In the DoF’s absence the CFO provided the presentation for the Finance Update. The report provided the Board with a financial update based upon spending patterns to the end of July 2020. In summary, the Force is projecting a net overspend of £98,000 (this was previously £498,000) by the end of this financial year at this stage based upon current spending patterns.

It was noted that the Force’s spending against the budget is being affected by the Covid-19 outbreak with significant additional costs and losses in income being experienced throughout April to July. It was noted that expenditure on training, private transport and conferences are showing some savings at this stage due to the restrictions caused by the Covid-19 lockdown. The report noted that there are three main factors responsible for the change in predicted out-turn between June and July - namely PPE funding, insurance and income assumptions.

The CFO stated that the Home Office have confirmed that the Department of Health and Social Care will be meeting all costs of Medical Grade PPE purchased by the Force. A return has been submitted to the Home Office that totals £347,000 from March onwards. Future supplies of PPE should be sourced via central procurement arrangements at no cost to the Force. It is hoped that all PPE purchases included in the return by the Force will qualify as being “Medical Grade” however there could be some National discussion around protective suits which forms around £71K of this total.

It was noted that a separate paper has been produced that sets out the position on insurance renewal. In short the premiums have increased by £439,000 on a like for like basis – however the cost impact on the budget is around £150,000 in the current year based upon applying Dyfed-Powys Police’s 10 year average claims history. This has been built into these projections.

The report noted that the assumptions on income losses have also been amended based upon discussions with Budget Holders as to the likely dates of full resumption of services provided. This has resulted in a worsening of assumptions for Mutual Aid and Driver Retraining that previously assumed full resumption from October 2020 which is proving optimistic.

It was noted that the Force continues to submit details of Operation Talla and Operation Uplift costs to the Home Office as required. The spending on Operational Uplift for July was sufficient for a full draw down of grant and it is anticipated that for future months spending will exceed the grant amount – particularly so from August onwards with the recruitment of a further tranche of Operational Uplift recruits at the end of July.

**d) Data Protection**

The PCC stated that there are fluctuations on the demand coming in to the Information Management Team. The DCC that Chief Supt David Guiney has hosted discussions with the probation team, the vulnerability desk and other areas in order to establish a performance framework for the team. It is noted that a 20% increase on demand has emerged over the past few months and that staffing levels in the team is below that of other forces.

**6. Matters for Discussions**

**a) FOI Response**

The PCC stated that the questions posed in the FOI regarding criminal convictions of officers and PCSOs are relatively straightforward to answer, however it has been quoted that Dyfed-Powys Police doesn’t have the information. It was noted that the Chief Officer Team are looking into the matter and other similar matters to ensure that the Force don’t lose opportunities to inform the public.

**Action: The DCC to review the Dyfed-Powys Police response to an FOI regarding criminal convictions of officers and staff.**

**b) Dying to work charter**

The CC stated that the Force had signed the Dying to Work Charter which supports members of staff who suffer with terminal illnesses. The PCC fully supported the Force signing the Charter.

**Decision: The PCC in agreement with the CC signed the Dying to Work Charter which ensures that workplaces provide support to terminally ill staff members.**

**c) Alcohol Monitoring tags**

The Board received the information regarding Alcohol Monitoring tags as an update.

**d) Terms of Reference for PB and PAB**

The PCC requested that the Force reviewed the Terms of Reference Provided for Policing Board and Policing Accountability Board at their Chief Officer Group meeting on Tuesday with a view to updating the OPCC ahead of their Exec Team on Wednesday for further discussion.

**Action: RY to place the Terms of Reference for PB and PAB on the COG agenda with a view to providing a response to the OPCC.**

**e) Force Management Statement**

The PCC was satisfied that the Force Management Statement was discussed and an update provided as part of the Organisation Update by the DCC earlier in the meeting.

**f) Draft Terms of Reference for Victim Engagement**

HH stated that she had been working on developing the Terms of Reference for the Victim Engagement Forum. Partners have been given the opportunity to feed into the document and provide HH with their aims for victim engagement work. A response was received from the Force and from the Goleudy Victim and Witness Service and their points of view were considered and merged into the Terms of Reference. HH stated that the overall aim for the Forum would be to work collaboratively to improve the criminal justice journey for victims.

**Action: HH to consider a stronger message for the purpose of the Forum to support the delivery of an outstanding service for victims.**

The governance arrangements in the Terms of Reference identified the working process for suggesting topics, which should come from established forums within the organisations involved including Local Criminal Justice Board and Victim and Witness Group. A member of the OPCC Commissioning team and Engagement team will be on each of these boards in order to be up-to-date with discussions. HH also noted the importance of getting partner agencies involved in the planning process in order to inform the questions which could be asked at focus groups and what kind of engagement events could be hosted in collaboration with partners.

**Action: Discussions to be held regarding that LCJB members need to be more victim-focused and be engaged with ongoing work for the Victim Engagement Forum.**

With regard to membership HH noted that victims would not be established members of the group however a pool of victims would be considered to regularly engage with the group and inform their forward planning. The CC requested the partnership membership be extended to mental health organisations such as Mind, suggested that the membership was slightly enforcement heavy and that keeping the victim’s journey in mind was important. HH stated that any funding required for engagement activity will be covered by the OPCC but may require additional resources depending on the scale of the activity.

**Action: HH to extend the list of partners taking part in the work of the Victim Engagement Forum to include third sector organisations.**

HH stated that 8 members of staff from Goleudy and Continuous Improvement will be attending Victim Engagement training on the 26th of August to support the aims of the Forum to provide improved service for victims. Two topics have been identified for the Victim Engagement Programme and will be discussed in a meeting with partners in September. The DCC suggested it would be useful to consider any matters raised from internal audits and recommendations made by Her Majesty’s Inspectorate of Constabulary Fire and Rescue Service (HMICFRS). The DCC also stated that this work would benefit staff who take part as they will be able to include the work in their DAP.

The ACC stated that while this work needs to be Dyfed-Powys focused, the method for identifying topics for engagement activity needs to be open enough to allow all partners to feed into the Forum’s work such as the work currently being undertaken by the Force on listening to hard to reach groups. The PCC strongly emphasised the importance to bring partner agencies into this work in order to provide a joined up, effective service for victims.

**g) Use of Conditional Cautions**

The Board received the report from the OPCC’s Director of Commissioning. The PCC stated he was eager for work on the Offender Diversionary Scheme to feed into the work on Conditional Cautions.

**7. Any Other Business**

**a) Mental Health of detainees**

The CC stated that the Force received a letter from an ex-Police Inspector following his attendance at Ammanford Police Station. The CC’s Office responded to the individual thanking him and reassuring him in relation to the National Review. The CC noted that the individual had also written to the OPCC, and was satisfied that the Force had dealt with the matter.

**b. Single Tender**

The CFO noted that the GoSafe management office are liable for the annual maintenance and calibration costs of fixed safety camera schemes across Wales.

In order to comply with Home Office Type Approval (HOTA), it is essential that all fixed safety cameras and the housings supplied by the scheme supplier are annually maintained and calibrated to ensure effective operational and compliance with Health and Safety requirements. In order to comply with HOTA, this can only be undertaken by the approved agent, i.e. the scheme supplier.

The CFO recommended, and the CC and PCC agreed that a contract be awarded to Jenoptik Traffic Solutions UK Ltd in the value of £35,391.53 excluding VAT.

**Decision: The PCC in agreement with the PCC agreed that a contract be awarded to Jenoptik Traffic Solutions UK Ltd in the value of £35,391.53 excluding VAT for the fixed safety camera schemes across Wales.**

**c. Roads Policing**

The PCC received the HMIC recommendations for the Dyfed-Powys Police Roads Policing Unit Position, noting that he was satisfied with the work ongoing and was pleased that none of the actions have been rated as red as work progresses.

**d. Insurance**

The CFO stated that the report on the insurance renewal is a fantastic analysis of the comprehensive spreadsheets kept by the DoF. The CFO stated that Dyfed-Powys are in their third year of agreement with their insurance providers. The premiums have increased greatly every year, and a proposal report has been submitted to the Force by their insurance brokers who don’t recommend accepting the premiums.

The Force considered running a procurement exercise to provide a revised offering however this was not considered a feasible option for a number of reasons including that there was no guarantee that the rates would improve, and that there was in fact a chance they could worsen.

It was noted that the Force needs to make a decision as to which policy options to adopt. The decision does boil down to an assessment of the uncertain claim volumes and values that will arise from 1st September 2020 to 31st August 2021 against the known reductions in premiums that are set out above. The DoF’s report recommends adopting a mid-way position, increasing the Force’s self-assured limit to £150,000. This may prompt some reviews regarding the existing reserves. It was noted that the DoF has included the £150,000 premium in the Force’s financial planning.

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| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2403** | **When the Surveillance Commissioner next comes to visit the Force, the PCC to meet with them to scope the landscape with regard to the work.** | **Staff Officer** |
| **PB 2404** | **The Force and OPCC to consider positive engagement with the media around the Force’s plans to procure hydrogen cars regarding action PB 2401.** | **Force/OPCC** |
| **PB 2405** | **SC to clarify which period the Board would like included within the HR document in order to provide consistent data.** | **SC** |
| **PB 2406** | **The CFO and SC to liaise outside of the meeting with regard to providing consistent timeframes for HR data within the HR report.** | **CFO/SC** |
| **PB 2407** | **Staff Officer to liaise with the Firearms Team regarding communication from external firearms organisations.** | **Staff Officer** |
| **PB 2408** | **The DCC to review the Dyfed-Powys Police response to an FOI regarding criminal convictions of officers and staff.** | **DCC** |
| **PB 2409** | **RY to place the Terms of Reference for PB and PAB on the COG agenda with a view to providing a response to the OPCC.** | **Staff Officer** |
| **PB 2410** | **HH to consider a stronger message for the purpose of the Forum to support the delivery of an outstanding service for victims.** | **HH** |
| **PB 2411** | **Discussions to be held regarding that LCJB members need to be more victim-focused and be engaged with ongoing work for the Victim Engagement Forum.** | **HH** |
| **PB 2412** | **HH to extend the list of partners taking part in the work of the Victim Engagement Forum to include third sector organisations.** | **HH** |