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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Temporary Chief Constable Claire Parmenter, DPP (T/CC)Temporary Deputy Chief Constable Emma Ackland, DPP (T/DCC) Temporary Assistant Chief Constable Dave Guiney, DPP (T/ACC)Temporary Assistant Chief Constable Steve Cockwell, DPP (T/ACC SC)DoF Edwin Harries, DPP (DoF)Carys Morgans, Chief of Staff, OPCC (CoS) |
| **Also Present:** | Emma Northcote, Senior Manager Corporate Comms, DPP (EN)Heddwyn Thomas, Director of Estates, OPCC (DoE)Chief Inspector Richard Hopkin, DPP (RH)Debby Jones, Information Manager, DPP (DJ)Chief Inspector Chris Neve, Staff Officer, DPP (CN)DC Teleri Richards, Staff Officer, DPP (TR)Mair Harries, Executive Support Officer, OPCC (MH) |
| **Apologies** | Beverley Peatling, Chief Finance Officer, OPCC (CFO) |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 13th of July 2021**

**Time: 09:30 – 12:30**



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| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 15** | **The Force to provide an update on delays within the Firearms licencing team by the October Policing Board.**  | **Complete** |
| **PB 16** | **The CoS to offer an input to the Police and Crime Panel on Single Online Home.**  | **Complete** |
| **PB 17** | **The new Police and Crime Panel to visit Police HQ in summer 2022 following the council elections in May 2022.** | **Complete** |
| **PB 18** | **The T/DCC to review the contingency plans in place for broken CCTV systems in custody suites.** | **Complete** |
| **PB 19** | **Nicola Harris to meet with Chief Inspector Chris Neve to discuss previous instances of lack of responses to complaints directed to the Chief Constable’s Office.** | **Complete** |
| **PB 20** | **The T/DCC to review why two roles within the CCTV hub had taken nearly a year to replace with new staff following the departure of the previous incumbents to other roles.** | **Complete** |
| **PB 21** | **The Force to identify a Force Champion and to progress implementation by the Real Living Wage Week in November 2021.** | **Complete** |
| **PB 22** | **The T/ACC to provide an update to the PCC on the Counter Terrorism Resources Consultation.** | **Complete** |

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| **Decision No** | **Decision Summary** |
| **PB T3 1** | **The DoE to commence process evolution on the Brecon Project while the Force commences data review around the decision to proceed with the project.** |
| **PB T3 2** | **Insurance renewal to be agreed on the terms identified at an aggregate increase of £69,733.80.** |

**2. Update on actions from previous meetings**

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

The T/CC stated that the Force are working on a one page document providing an overview of division of demand. It was agreed that this would be useful for distribution to the Police and Crime Panel.

**Action: Emma Northcote to share a one page document providing an overview for division of demand with the OPCC.**

In relation to action **PB 20: The T/DCC to review why two roles within the CCTV hub had taken nearly a year to replace with new staff following the departure of the previous incumbents to other roles,** the PCC queried whether the Chief Officers were content with staff resilience in the CCTV hub. The T/DCC stated that she is not currently content that there is sufficient resilience, however she is meeting relevant team leaders next week to develop a plan to provide additional support.

**3. Chief Constable’s Update**

The T/CC provided an update on a number of operational matters commencing with the Force continuing to experience a 20% average increase in demand specifically during the weekend period. This is being managed through the summer policing plan which has been activated with initiatives such as Operation Conveyance which enables a dedicated detainee transport vehicle to convey detainees to the Force’s custody suites for operational frontline officers.

The Gold Crime allocation and incident management group continues to meet and has implemented a number of other measures to support the increase in demand.

The T/CC stated that the Force experienced a number of serious and fatal road traffic collisions over the past three weeks, resulting in targeted communication to raise awareness of road safety. A number of road safety initiatives are planned for the coming weeks.

The T/CC also stated that a number of proactive drugs warrants have been completed across the Force area in response to intelligence being received from communities. A number of arrests have been carried out and communications have been shared across social media and other media avenues.

Discussions also took place in relation to the future operating model, with the Commissioner querying the rationale behind some decisions. The Chief Officers stated that they were confident that the changes would provide improved response services in Ceredigion and across the four counties of the Dyfed-Powys area. The PCC requested further information to provide him with the necessary reassurance.

**Action: The Force to provide the PCC with a detailed briefing of the new response models.**

**4. Police and Crime Commissioner’s Update**

The PCC provided an update on a number of local commitments including a meeting with Cwmni Arad Goch and the North Wales Commissioner, engagements with the community including a meeting at the Cilgerran Wildlife Centre, and a meeting with the T/DCC to discuss Victim Services. The PCC stated that he is shortly to meet with his Youth Forum and was informed that the Chief Officers would be happy to support any engagement with the Forum.

The PCC also updated on his national commitments including a meeting with the Wales Rural Crime Co-ordinator and a meeting with the Wales Safer Communities Board.

**5. Standing Items**

**a) Data Protection**

DJ attended the meeting to provide an update on Data Protection. The PCC commenced the discussion querying the risk of accumulating a heavy backlog when members of the Data Protection team are on leave. DJ stated that the busiest periods for annual leave requests came at Christmas and summer. As requests for Freedom of Information (FOI) have increased, the Data Protection management team have been reviewing the greatest demand on their services and concluded that most requests come from the Probation and Safeguarding Teams. Discussions were ongoing with both teams to reach a solution which does not put the Data Protection team under additional pressure.

Moving on to compliance rates DJ stated that the team has experienced some issues with accurate recording by administration staff in May 2021 which resulted in an 84% compliance rate within the timeframe for responses, however this issue has been addressed. Subject access rate compliance by July 2021 is now over 90%, with the team aiming to be consistently over 90% at all times.

DJ stated that since the previous report to Policing Board, 20 potential breaches have been recorded. This is lower than the previous reporting period of 29 incidents. It was noted that most of the potential breaches were due to e-mails being sent to the incorrect recipient, and the inappropriate sharing of information. It was noted that the Single Online Home project has created an issue for the team due to incorrect e-mail addresses being generated. The Board learned that the Team were continuing to try and address this issue, which has been escalated to the Force’s risk register.

**Action: Data Protection breaches which lead to cases of improper conduct being reported to the Professional Standards Department to be included on the next Data Protection report to Policing Board.**

It was noted that the Records Management Scanning Project has now been completed. DJ stated that members of the team have completed the long project of scanning and digitally recording all paper documents to the Force’s systems.

**b) Finance**

The DoF provided the Board with a financial update based upon spending patterns to the end of June 2021. In summary, the Force is projecting a net underspend of £18,000 by the end of this financial year at this stage based upon current spending patterns.

Force spending against budget is currently being affected by additional operational demand resulting from the lifting of lockdown restrictions. Overtime and bank holiday spending is up on profile at this stage as a result. Police officer pay is very close to the anticipated profile for the end of June and savings against police staff and non-pay headings are largely offset by projected shortfalls in income, additional pension costs and insurance costs.

The Force has compiled a “Summer Plan” which will cost around £260,000. This incorporates additional spending in the FCC, Response Policing and Investigations as well as targeted proactive prevention and deterrence activities. It is estimated that the first £155,000 of this spending will be absorbed within the current year budget however it is anticipated at this stage that a sum of £105,000 will needed to be drawn down from the Chief Constable’s Operational Fund reserve. This position will be monitored closely with a view to minimising the reserves requirement as the year progresses however agreement in principle to this is being requested at this stage.

In relation to Capital, a summary of spending against budget for the 2021/22 financial year is included in the Report. In total, spending was £0.516 million against a budget of £14.985 million with £1.611 million being committed at this stage. Work is ongoing to update the Capital Programme for current and future years as part of the Medium-Term Financial Planning process.

**c) Engagement**

It was noted that decisions were ongoing internally over encouraging the public to engage with the Digital Desk and to contact the Police via alternative modes to 999/101. EN stated that the soft launch of the Digital Desk was successful, but the PCC queried what the next step was. EN stated that Supt Clark Jones-John was reviewing how best to launch the service and go live in the most effective way. The PCC stated that he would like an update on this at the next Policing Board meeting.

**Action: The PCC to be provided with data on the way forward for launching the Digital Desk in the most effective way.**

**6. Focus: Estates matters including Dafen Suite Scheme - Stage 4 Closing Overview Report.**

The DoE attended the meeting to provide updates on three Estates Projects, namely a bid for funding from Salix Funding Ltd, the Brecon Custody Project, and the Dafen, Llanelli Custody Project.

Salix Funding Ltd

Salix Finance Ltd. provides Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills. The DoE stated that the timeline for use of the Salix funding is the end of September 2021. It was noted that the DoE and the PCC had liaised regarding the Project outside of the Policing Board meeting.

The DoE stated that the most problematic element of the Salix Project is the Solar Panels. Discussions will continue this week with Carmarthenshire County Council to progress this matter. The PCC queried whether it would be possible to raise an invoice for the equipment and simultaneously delay planning until later in the year. The DoF indicated that this would be problematic due to compliance with Salix requirements and market forces.

The DoE stated that his team would continue liaising with Salix Funding Ltd to ensure they are aware of discussions and any decisions made with the Council and possible time delays. The Council has been notified that there is a mandatory consultation process of 12 weeks attached to the Project. SC queried whether it would be possible to redirect the fund for the project to other work streams if timescales are not reached in good time. The DoE confirmed that this would be possible, however Salix would need to be consulted before any decisions are finalised.

The DoE moved on to the value of the Solar Panel project which is currently £140,000. It was noted that the Force must have a minimum of a 15 year plan for the project as this is a requirement of the Salix funding. The PCC queried whether the project would reduce costs for the Force’s energy bill, and was informed that the project have 6-year pay-back periods.

Brecon

Moving on to the Brecon Project, the Board were informed of the current estimated cost for the refurbishment of the Plas y Ffynnon Building as concluded from the recent independent intrusive survey. The DoE stated that the recommendation of the review is to refit the entire station, meaning that the property would need to be vacated for 18-20 months. This was determined to financially unviable compared to a known alternative site, this options was to be progressed.

The DoE stated that he was in the process of appointing a quantity surveyor to support in validating cost on alternative option. The PCC stated that it would be important for the Medium Term Financial Plan (MTFP) to reflect such costs and additional considerations.

SC stated that the Force is in the process of reviewing the reprioritisation of the Capital Estates Programme. The DoE identified heating systems and new boiler systems for Police HQ as examples of work needing to be carried out and prioritised in the MTFP, although he stated that the list of projects was rather long. A prioritisation meeting has been arranged to review and prioritise that work.

Moving the discussion back to the Brecon Project, the DoE stated that the 6-month time scale to reach a decision on the way forward for the project stated on the 1st of July. The DoE stated that this time scale is critical as a design team will need to be hired. The DoE stated that there is an immediate planning application for change of use for the ground floor of the building only which will support the acquisition process.

The PCC stated that purchasing the building would be a good decision. It was noted that there is a low level of risk for not receiving planning permission for the custody suite, and the PCC queried whether it would be best to commence the project and request planning permission later on. The DoE stated that a meeting has already taken place with the planning officer on-site regarding custody. The officer did not raise objections to the plan with the exception of change of use, which also has no visual impact for the public to object to.

It was noted that the Force has negotiated a set longstop date with the seller of the land to conclude planning with a further mutually agreed extension for contesting any planning decisions. The DoE stated that if the Force delays further than December, it won’t be in a position to ask for an extension. By December therefore the Force needs to decide whether a custody suite and vehicle maintenance unit is required and should have progressed a planning process 12 weeks back from the end of December.

The DoF recommended that the Force needs to be clear on costs for the new site, and have clear documentation to evidence that buying the site is the correct way forward. The DoF stated that a decision needs to be reached by December along with a complete planning application in order to establish whether it can be accepted by the seller.

The DoE stated that a planning application is costly and a design team would need to consider drainage systems, appoint an ecology specialist and an architect among other costs. He stated therefore that if the Force’s decision is that the building is not required, money shouldn’t be spent on the planning application.

The T/DCC queried whether it would be possible to purchase a design for the project, and then decide to use the design on another building. The DoE said that for the inside of the building this shouldn’t be a problem, however it is likely that the outside of the building would be too different to apply the same design.

It was recommended that the Brecon Project should be discussed in the Force’s Strategic Estates Group meeting. The T/CC stated that it was important for the Force to check that firstly, as of July 2021 the detainee processing numbers require a custody suite in Powys, and secondly that that suite should be located in Brecon. She stated that the Force needs to be able to evidence this to support the decision, and that additional analysis should be completed.

The CoS agreed that the Force and OPCC require clear evidence to understand the operational requirements for a custody suite. It was noted that Brecon custody suite is currently the most expensive custody suite for the Dyfed-Powys Police area due to the rural geographic area, however a suite is required in Powys in order to cover several towns in Powys. The T/DCC suggested that the decision hasn’t been explored fully enough for the Board to reach a decision at this time.

SC stated that it is clear that further consideration needs to be given to the project, however there is a time scale for this consideration. He suggested that the procurement process should commence however funding should not yet be committed to the design project at this time.

**Decision: The DoE to commence project team appointment for the Brecon Project while the Force commences data review around the decision to proceed with the project.**

**Action: The Force to present an update and evidence around its decision for the Brecon Project at a Policing Board meeting in September.**

Dafen Project

It was noted that the CoS, DoE and DoF met last week to review costs presented by Wilmott Dixon, the appointed main contractor through the SCAPE Framework. The project is currently moving from Stage 4 pre-construction to Stage 5 construction phase. A validation report has been drafted and will be presented at a future Policing Board for decision by the end of July 2021. It was noted that the project costs were currently over the budget. The DoE stated that project team were working with Wilmott Dixon to review these costs line by line. It was noted that elements of the design had been omitted by the company from Stage 4 and that the DoE is liaising with Bluelight Commercial and Scape to review possible negotiation points.

It was noted that this project was developing during one of the most difficult periods to build in recent history due to additional costs attached to building materials caused by Covid-19 and Brexit. The project is experiencing growth in costs and the DoE has generated three options for the future of the project:

1. Delay the entire project;
2. Change the design of the project and head back out onto the market;
3. Understand and assure the Force of costs and proceed.

The PCC queried whether there are other feasible sites in Llanelli which could be used instead of the current chosen site which might reduce costs. The DoE stated that his team has conducted a recent scoping of other potential sites in the Llanelli area for the project, where only one was worthy of detailed review and deemed inappropriate on programme, operational, and cost grounds. TheDoE reminded the Board that to date a significant sum had been spent on the project.

The T/CC stated that while the additional costs incurred by material and labour is inevitable due to the current climate, she is concerned about the design omissions by Wilmott Dixon. The DoE stated that discussions continued with Blue Light Commercial to discuss the negotiation of costs. He also assured the Board that while this situation is not ideal, Wilmott Dixon’s final project outcomes/delivery are known to be of exceptional quality.

Considering the options for the project the T/CC stated that the current situation for officers in Llanelli is unbearable due to the number of officers and the reduced amount of space in the building. She stated it was important to consider staff morale and their ability to provide a high standard of service to the community, noting that backing out of the project now would place increased pressure on staff. The DoE stated that a decision on the project needs to be made by the end of July.

**Action: An extraordinary Policing Board meeting to be scheduled in July 2021 to discuss the Llanelli project.**

**Action: The DoE to arrange a high level call with Wilmott Dixon to discuss costings for the Llanelli project.**

**Action: The PCC and CoS to consider asking a CFO in other OPCC in Wales to oversee and provide reassurance on the Llanelli building project decision.**

**7. Any Other Business**

**a) Insurance Report**

A report was presented proposing an aggregate increase of £69,733.80 for the Force broker insurance renewal. It was noted that policy terms have been tightened in some areas with for example pandemic and cyber exclusions however these were anticipated and new market standards. The Board learned that material cover basis is maintained on reasonable and favourable terms particularly when compared to wider insurance market experiences.

**Decision: Insurance renewal to be agreed on the terms identified at an aggregate increase of £69,733.80.**

**b) Operation Airlie**

The CoS stated that an evaluation would be undertaken on Operation Airlie on the 30th of September. The queried whether it would be possible for the evaluation to come to Policing Board on the 28th of September.

**Action: The Force’s evaluation on Operation Airlie to be included on the Policing Board agenda on the 28th of September.**

**c) Tarmac in Powys County Council**

The PCC drew the Chief Officers’ attention to a matter County Councillor Karl Lewis of Llandinam had raised with him. Concerns related to individuals in Powys allegedly using tarmac and local authority resources for private use and benefit.

The PCC was provided with assurance that Chief Officers were conducting a formal investigation into the matter.

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| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 23** | **Emma Northcote to share a one page document providing an overview for division of demand with the OPCC.** | **Emma Northcote** |
| **PB 24** | **The Force to provide the PCC with a detailed briefing of the new response models.**  | **Force** |
| **PB 25** | **Data Protection breaches which lead to cases of improper conduct being reported to the Professional Standards Department to be included on the next Data Protection report to Policing Board.** | **Force** |
| **PB 26** | **The PCC to be provided with data on the way forward for launching the Digital Desk in the most effective way.**  | **Force** |
| **PB 27** | **The Force to present an update and evidence around its decision for the Brecon Project at a Policing Board meeting in September.**  | **Force** |
| **PB 28** | **An extraordinary Policing Board meeting to be scheduled in July 2021 to discuss the Llanelli project.**  | **DoE/Mair Harries** |
| **PB 29** | **The DoE to arrange a high level call with Wilmott Dixon to discuss costings for the Llanelli project.** | **DoE** |
| **PB 30** | **The PCC and CoS to consider asking a CFO in other OPCC in Wales to oversee and provide reassurance on the Llanelli building project decision.**  | **PCC/CoS** |
| **PB 31** | **The Force’s evaluation on Operation Airlie to be included on the Policing Board agenda on the 28th of September.** | **Force** |