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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Chief Constable Mark Collins (CC)DCC Claire Parmenter, DPP (DCC)T/ACC Peter Roderick, DPP (ACC)Carys Morgans, Chief of Staff, OPCC (CoS)Beverley Peatling, Chief Finance Officer, OPCC (CFO)DoF Edwin Harries, DPP (DoF) |
| **Also Present:** | Supt Jon Cummins, DPP (JC)Chief Inspector Dyfed Bolton, DPP (DB)Gareth Scanlan, DPP (GS)T-PS Tanya Grey, Staff Officer, DPP (TG) |
| **Apologies** | Mair Harries, Executive Support Office, OPCC (MH) |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 2nd of April 2020**

**Time: 09:30 – 11:30**



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| **ACTION SUMMARY FROM MEETING 09/03/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2451** | **An invitation to be sent to the OPCC’s Estates Team for representation on the Covid-19 Gold Group.** | **Complete** |
| **PB 2452** | **The Board to review the changes made to the Annual Governance Statement.** | **Complete** |
| **PB 2453** | **The Force to provide a formal letter to the PCC regarding its response to the Collaboration Report.** | **Complete** |
| **PB 2454** | **Force to review CC Foulkes’ letter regarding the Forensic Investigation Collision Network.** | **Complete** |
| **PB 2455** | **Single Online Home document from DPP’s legal team to be obtained and circulated to Board members.** | **Complete** |

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| **DECISION SUMMARY FROM MEETING 02/04/2020** |
| **Decision No** | **Decision Summary** | **To be progressed by** |
| **PB T2 114** | **The Board formally noted the decision taken by the Police and Crime Commissioner to use extreme urgency procedures under 32(2)© of the Public Contract Regulations 2015 to approve the procurement of £37k of PPE to ensure the safety of frontline officers and staff in dealing with the current crisis.** | **DoF** |
| **PB T2 115** | **The PCC in agreement with the CC decided to award the Appropriate Adult contract to Hafal for a 3 year period with an option to extend by a further 12 months.** | **DoF** |
| **PB T2 116** | **The PCC in agreement with the CC decided to extend the contract with New Pathways for the period 1st of April 2020 to the 31st of March 2022.** | **DoC Alison Perry** |
| **PB T2 117** | **For Dyfed Powys to become a member of the Bluelight Commercial and for the related Articles of Association to be signed by the PCC** | **PCC** |

**2. Minutes of Previous Meetings**

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

The PCC opened the meeting by thanking the Force for its response to the Coronavirus emergency. It was noted that partnership work was ongoing with key organisations in preparation for an influx of new cases of the virus across the four counties.

With regard to action PB 2451 the PCC queried whether there should be OPCC representation on the Dyfed-Powys’ Strategic Co-Ordination Group (SCG) meeting in response to the Coronavirus emergency. The ACC stated that the meeting was mainly regarding enforcement activity and consisted of 9 key participants meeting for an hour three times a week. It was agreed that the CoS would attend a meeting to determine whether future attendance was appropriate.

**Action: The CoS to attend the Dyfed Powys Strategic Co-Ordination Group meeting via Skype, taking place on the 7th of April.**

**3. Chief Constable’s Update**

**Operational Updates**

The Board learned that the CC hosted a meeting with MIND Cymru during the previous week to discuss potential mental health issues across the Force area during the lockdown period. The CC raised concerns in relation to the media’s portrayal of police forces enforcing lockdown measures, stating that DPP had issued 40 notices so far. It was noted that the response by the public to DPP’s activity had been positive.

The CC stated that crime levels were currently lower compared to the same period last year, however a number of burglaries had been reported across the Force. It was noted that DPP had launched Operation Panda in response to serious organised crime and county lines following drug-related activity in Llanelli.

The PCC raised concerns regarding domestic incidents where individuals may not be able to access support services during the lockdown. He also raised concerns regarding individuals who were reliant on drug support services. The CC stated that from his attendance at the NPCC dial-ins there was widespread concern that domestic abuse calls have reduced nationally during the lockdown. The CC stated that a partnership meeting would be arranged to support forces’ response to domestic abuse victims who may now be forced to self-isolate with their abusers during this time.

**Organisational Updates**

It was noted that 1 Special Constable would shortly be reinstated in post, while 1 PCSO and 1 PC were still suspended from duty.

It was also noted that DPP’s ACC interview process would take place on the 15th of April 2020 as planned.

**4. PCC’s Update**

**Local**

The PCC provided an update on his office’s activity supporting Force departments. He stated that some staff members were supporting work within the Freedom of Information department and raised concerns about the backlog of cases there, a number of which went back to mid-2019. The DCC stated that she was aware of the position and that measures had been put in place to address the situation. The DCC stated that she would be seeking an update in relation to the position and would feedback accordingly at the next meeting.

**National**

The PCC gave an overview of his national engagement with other forces, Welsh Government ministers and Westminster Government ministers during this time. This included lobbying in relation to testing of police officers and frontline staff in relation to COVID-19. It was noted that joint correspondence from the PCC and CC had been sent to local MPs and AMs providing an update on the current position and highlighting key issues of concern. It was agreed that further engagement with local MPs and AMs would be beneficial.

**5. Standing Items**

1. **Financial Outlook**

The DoF stated that as of February 2020 the Force had been on target to underspend for the financial year. It was noted that the Force was waiting for the Chartered Institute of Public Finance and Accountancy (CIPFA) to issue guidance on the reporting code for 2020/21 which would simplify accounting arrangements and make it easier to meet deadlines during the Coronavirus emergency.

It was noted that the CFO and DoF had met with the Wales Audit Office (WAO) to discuss financial timescales during the lockdown period, and that South Wales’ DoF would be liaising with WAO with regard to the matter on behalf of all the forces in Wales.

It was noted that the CFO had been working with the estates team with support from DPP’s accounts department to create an action plan for the estates team’s finances for the next few months.

**6. Matters for Discussion**

1. **Collaboration**

The Board discussed a Wales Audit Office Value for Money Conclusions report on Collaboration between Police Forces in Wales. The DCC stated that the document should have been discussed at the Wales Collaboration Board in March however due to recent events this did not happen. The DCC offered to bring the document to the attention of her counterparts during her weekly DCCs’ dial-in in order to progress discussions on reporting and governance structures and produce a set of deliverables deriving from the briefing.

The PCC stated that he was concerned about communication between the Collaboration Board and PCCs, with the CFO stating that the Collaboration Team’s highlight report and update to the All Wales Policing Group (AWPG) needed to be improved. The DCC suggested that the OPCC identify what good practice would look like in terms of reporting of collaborative work and she would feedback to other DCCs in Wales. A discussion ensued regarding the scrutiny sessions for AWPG. It was agreed that the requests for the sessions needed to be more explicit, with the PCC suggesting that Cerith Thomas, the CoS and CFO work together on the matter.

**Action: The OPCC, along with Cerith Thomas to provide guidance on reporting required of collaboration work to the AWPG.**

**Action: The CFO to request that financial aspects of collaboration work be brought to the AWPG.**

1. **Force and Regional PPE Requirements**

It was noted that DPP were in a good position regarding Personal Protective Equipment (PPE) as the Force had purchased a high number of masks and gloves to respond to a number in Carmarthenshire in January 2020. DPP have provided South Wales Police with a small supply of masks and would shortly provide some to Gwent Police too. It was noted that DPP were leading on a regional request for additional PPE from the Westminster Government. The CFO advised it was important that appropriate processes and checks and balance be put in place ahead of procuring additional PPE. It was noted that DPP have been the only Force in England and Wales able to kit their officers with full PPE. The CC stated that discussions were ongoing to share some PPE resources with NHS colleagues in the DP area.

**Decision: The Board formally noted the decision taken by the Police and Crime Commissioner to use extreme urgency procedures under 32(2)(c) of the Public Contract Regulations 2015 to approve the procurement of £37k of PPE to ensure the safety of frontline officers and staff in dealing with the current crisis.**

1. **Appropriate Adult**

The Board approved the proposal recommending that following the tender process the Appropriate Adult contract is awarded to Hafal for a period of 3 years with an option to extend for a further 12 months.

**Decision: The PCC in agreement with the CC decided to award the Appropriate Adult contract to Hafal for a 3 year period with an option to extend by a further 12 months.**

1. **Single Tender Award for the commissioning of services for victims of sexual abuse**

The Board received a proposal recommending that the existing Contract with New Pathways at the value of £136,570 excluding VAT be extended to 31st March 2022 and that an uplift of £31,558 per annum be included to reflect the recent award from the Ministry of Justice for additional ISVA support, bringing the total to £168,128 per annum.

**Decision: The PCC in agreement with the CC decided to extend the contract with New Pathways to the 31st of March 2022.**

1. **Force Communications Centre (FCC) Covid-19 Update**

The CC praised his officers and staff’s response to the Coronavirus emergency. JC outlined the strategic aims and objectives for the FCC over the next few weeks, stating that DPP were looking to be consistent with the National Contact Management Strategy created by the National Police Chief’s Council. The FCC were reviewing plans to appropriately manage demand over the next few weeks in response to challenges presented by the spread of the virus. It was noted that a plan was in place for the FCC to manage the demand on staff. GS provided the PCC with an example of how the FCC would manage demand and measures being put in place to alleviate pressures on call-handlers. It was noted that 5% of calls are requests to speak with officers in custody suites across the Force area, and 21% of calls are internal with the 101 call handlers being used as a switchboard. The Board learned that plans were ongoing to redirect such calls.

**Action: Chief Inspector Dyfed Bolton to provide the PCC with a copy of the Force’s 27 point plan to reduce demand on the FCC.**

It was noted that the FCC were also reviewing use of technology and IT developments to manage demand on call handlers. The Board discussed implementing a Digital Desk within the FCC, the potential benefits of the Single Online Home and ongoing engagement with the public via social media. It was noted that the FCC’s telephony system had been due to be upgraded in April which would have provided the Force with a recording system to give the public a choice of departments to contact without the need for call handlers to become involved with the call. The Coronavirus emergency however had hindered timescales for implementing the new telephone system and that current circumstances made it difficult to accurately predict when the plans could resume. The PCC stated that the Single Online Home system – a national digital platform for all forces in England and Wales – should also have gone live in April and was informed that this too would now be delayed. The PCC expressed frustration that while the Coronavirus emergency had increased IT usage and understanding in several business areas, the national Single Online Home which may have assisted the progression of business over the next few months would now be delayed. The PCC was informed that launching the project would have needed a lot of social interaction between forces as well as face-to-face meetings, both of which have been delayed due to social distancing measures. The CC stated that he had taken part in a national Chiefs’ Dial-in that morning which concluded that every Force in England and Wales was in the same position with regard to Single Online Home however work was ongoing in each Force’s IT department to ensure a smooth transition when circumstances would allow the project to launch. The CC also stated that a group had been set up in DPP to learn the lessons around efficiencies in response to the Coronavirus emergency.

**Action: The CoS to liaise with Supt Ieuan Matthews regarding OPCC representation on DPP’s Organisational Learning and Recovery Cell which will focus on lessons learnt during Covid-19.**

The discussion moved on to collaborative working between DPP, Welsh Ambulance and the Fire and Rescue Service. It was recognised that an agreement was in place between the three services to allow the Ambulance Service and Fire Services to take demand from DPP with regard to welfare checks. A peer feedback system has also been implemented in the FCC to recognise good practice. It was noted that a ‘Make the Right Call’ engagement campaign had been launched to encourage the public to direct calls to the correct service, thereby reducing demand. The Board recognised that the FCC was a challenging place to work, and that DPP was the first Force in Wales to introduce a Recovery Room for staff. The PCC queried whether learning could be obtained with regard to training other DPP staff to support the FCC during the Coronavirus emergency. The PCC was informed that the FCC staff were multi-skilled, with a number choosing to progress within the Force to become PCSOs and PCs. Those individuals have been identified with a view to calling them back into the FCC for a short time over the next few weeks. It was recognised that a number of challenges had been presented with regard to this plan which were being addressed.

The PCC queried about the future development of the FCC and was informed that an All-Wales contact management meeting had been set up for public and private sector organisations to horizon scan and share learning.

The Board was informed of work to organisationally distance the FCC staff which commenced some weeks previous in response to Covid-19. Continuity of business had been prioritised, and FCC staff had been displaced into several areas across DPP with excellent support from the IT and estates teams. The Board was provided with a number of images showing the new temporary bases for FCC staff. It was noted that the integrity of the new bases was maintained by signage and limited access to non-FCC staff.

The Board was informed that while crime levels in March 2020 were lower than those in 2019, 999 and 101 calls remained at the same levels as the public were making Covid-19 related calls. It was noted that a number of OPCC staff would shortly be supporting the FCC with Covid-19 related email communications.

The discussion moved on to Operation Talla which involved the Force’s response to Covid-19. It was noted that daily meetings were taking place, as well as meetings with partners and government representatives. A governance structure had been set up in response to the emergency including a Gold Group, a Silver Group and number of smaller cells to address every aspect of the Force response including a Staff Welfare cell and a Volunteer cell. The DCC stated that she was in regular contact with Her Majesty’s Inspectorate of Constabulary Fire and Rescue Service (HMICFRS) about the Force’s activity. The PCC recommended capturing data during this time about mileage and use of digital communications to present to HMICFRS following the Coronavirus emergency.

A discussion ensued regarding the NPCC Guidance on allowing some staff members back into work. It was noted that the NPCC Guidance stated that individuals who could work from home should do so according to Government recommendations, however where individuals were unable to work from home they should be in the workplace as long as appropriate social distancing measures are in place. DPP’s Talla Gold Group was considering which individuals could return to work while maintaining social distancing guidelines. This would also be considered by the OPCC Executive team.

**7. AOB**

1. **Employers Pension Rate for Local Governments’ Pension Scheme**

The DoF stated that interest rates on investments have decreased in the current circumstances. The CFO stated that the Treasury Management Statement will allow for some borrowing and that DPP were working with local councils to agree dates. This was agreed in principle but further work was required to understand the detail which would be progressed by the CFO and DoF.

 **Action: The CFO and DoF to consider the detail of the Employers Pension Rate for Local Governments’ Pensions Scheme.**

1. **Internal Audit – TIAA Contractual Arrangements**

A discussion ensued in relation to Internal Audit arrangements and plans. It was noted that TIAA have put two thirds of their staff into furlough in the current circumstances and are seeking government assistance. It was agreed that further discussions between the Force, OPCC and TIAA were necessary to explore options in respect of Internal Audit provision during this period and payment arrangements.

**Action: Discussions in relation to Internal Audit arrangements during the current period to be progressed**

1. **BlueLight Commercial – Articles of Association Update and Request Signed**

A discussion ensued in relation to the APCC’s establishment of a Bluelight Commercial and the related Articles of Association which have been revised following legal advice from APACE. The CFO queried how this work aligned with the Police ICT Company. She recommended keeping an eye on the development of Blue Light Commercial stating that it would be funded by the government for three years however DPP needed to consider where costs would derive from after that time.

**Decision: For Dyfed Powys to become a member of the Bluelight Commercial and for the related Articles of Association to be signed by the PCC**

1. **Request for funding of Modern-Day Slavery Helpline**

The PCC stated that a request for funding of £10,000 had come to DPP and every other force in England and Wales for the creation of a Modern-Day Slavery helpline. The CC stated that he wished to discuss the request with his counterparts during his Chiefs’ dial in that afternoon.

**Action: The CC to discuss funding a Modern-Day Slavery helpline with other Chiefs in Wales.**

1. **HMIC Child Protection**

A discussion ensued in relation to a recent letter sent by the PCC to Sir Tom Windsor requesting a relaxation of statutory timescales for responding to HMICFRS inspections be given during this period to limit addition pressures of forces. However no response had been received and as such the PCC had no option but to request a formal response from the CC regarding the recent HMICFRS national Child Protection inspection.

**Action: The CC to provide the PCC with a formal response to the recent HMICFRS national Child Protection inspection**

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| **ACTION SUMMARY FROM MEETING 02/04/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2456** | **The CoS to attend the Dyfed Powys Strategic Co-Ordination Group meeting via Skype, taking place on the 7th of April.** | **CoS** |
| **PB 2457** | **The OPCC, along with Cerith Thomas to provide guidance on reporting required of collaboration work to the AWPG.** | **CoS/CFO/ Cerith Thomas** |
| **PB 2458** | **The CFO to request that financial aspects of collaboration work be brought to the AWPG.** | **CFO** |
| **PB 2459** | **Chief Inspector Dyfed Bolton to provide the PCC with a copy of the Force’s 27 point plan to reduce demand on the FCC.** | **Chief Inspector Dyfed Bolton** |
| **PB 2460** | **The CoS to liaise with Supt Ieuan Matthews regarding OPCC representation on DPP’s Organisational Learning and Recovery Cell which will focus on lessons learnt during Covid-19.** | **CoS** |
| **PB 2461** | **The CFO and DoF to consider the detail of the Employers Pension Rate for Local Governments’ Pensions Scheme.** | **CFO/DoF** |
| **PB 2462** | **Discussions in relation to Internal Audit arrangements during the current period to be progressed** | **CoS/CFO/DoF** |
| **PB 2463** | **The CC to discuss funding a Modern-Day Slavery helpline with other Chiefs in Wales.** | **CC** |
| **PB 2464** | **The CC to provide the PCC with a formal response to the recent HMICFRS national Child Protection inspection.** | **CC** |