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| **Members:** | Dafydd Llywelyn, Police and Crime Commissioner (PCC)Chief Constable Mark Collins (CC)DCC Claire Parmenter, DPP (DCC)ACC 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:** | Supt Jon Cummins, DPP (JC)Chief Inspector Richard Hopkin, DPP (RH)Director of Estates Heddwyn Thomas, OPCC (DoE)T-PS Tanya Grey, Staff Officer, DPP (TG) |
| **Apologies** | Mair Harries, Executive Support Office, OPCC (MH) |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 23rd of April 2020**

**Time: 09:30 – 12:00**



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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.** | **Complete** |
| **PB 2457** | **The OPCC, along with Cerith Thomas to provide guidance on reporting required of collaboration work to the AWPG.** | **Ongoing** |
| **PB 2458** | **The CFO to request that financial aspects of collaboration work be brought to the AWPG.** | **Ongoing** |
| **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.** | **Complete** |
| **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.** | **Complete – OPCC individual to come into the meeting.** |
| **PB 2461** | **The CFO and DoF to consider the detail of the Employers Pension Rate for Local Governments’ Pensions Scheme.** | **Complete** |
| **PB 2462** | **Discussions in relation to Internal Audit arrangements during the current period to be progressed** | **Complete** |
| **PB 2463** | **The CC to discuss funding a Modern-Day Slavery helpline with other Chiefs in Wales.** | **Complete** |
| **PB 2464** | **The CC to provide the PCC with a formal response to the recent HMICFRS national Child Protection inspection.** | **Complete** |

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| **Decision No** | **Decision Summary** |
| **PB T2 118** | **The PCC in agreement with the CC decided to authorise a payment toward the Employers Pension Rate for Local Governments’ Pension Scheme following discussion between the DoF, CFO and local government representatives.** |
| **PB T2 119** | **To approve an exemption from tender procedures (for purchases of £25k or more) in relation to PPE and that the DoF and CFO receive weekly reporting of PPE requirements with reports to PB by exception. It is noted that a valid contract for purchases of £25k or more will still be required as necessary.** |
| **PB T2 120** | **The PCC in agreement with the CC decided against embarking on a national bid for PPE suggested by Dave Thompson.** |
| **PB T2 121** | **The PCC in agreement with the CC approved a contract to financially support Crimestoppers, pending the amendment of the wording of the document.** |

**2. Minutes of Previous Meetings**

The PCC congratulated Board member ACC Emma Ackland on her appointment as DPP’s new Assistant Chief Constable. The PCC also extended his congratulations to ex-DPP ACC Vicki Evans on her appointment in Cambridgeshire Police. The PCC congratulated and thanked DPP staff and officers for their patience and proactivity during the lockdown initiated in response to Covid-19. The PCC ended his thanks by congratulating the Force on its Investors in People Gold Award.

**Action: The CC and PCC to conduct a short piece to camera engaging the public around its Investors in People Award received the previous week.**

**Action: MH to send a letter of congratulations to ex-DPP ACC Vicki Evans on her appointment at Cambridgeshire Police.**

The Board stated that they were happy with the minutes of the previous meeting pending an amendment to the CC’s referral to a Domestic Abuse Gold Group which should be referred to instead as a partnership meeting.

**Action: MH to amend the minutes of the previous meeting to reflect that a Domestic Abuse Gold Group should in fact be referred to as a partnership meeting.**

With reference to action PB 2461 the CFO stated that she and the DoF have discussed the Employers Pension Rate for Local Governments’ Pensions Scheme outside of the PB forum and with local government representatives. It was noted that DPP’s payment for the scheme needs to be paid by the end of April 2020, and that paying a one-off lump sum instead of making monthly payments would save £94k for DPP.

**Decision: The PCC in agreement with the CC decided to authorise a payment toward the Employers Pension Rate for Local Governments’ Pension Scheme following discussion between the DoF, CFO and local government representatives.**

With reference to action PB 2462 regarding Internal Audit arrangements the CFO stated that internal meetings had been held to discuss audit outcomes for 2019/20, and upcoming actions for the first quarter of 2021. It was noted that discussions had been hosted with internal auditors TIAA in order to reschedule DPP’s Records Management System (RMS) inspection from 2020 to 2021 in light of restrictions posed by the response to Covid-19. The discussions have included consideration for off-site inspections to be conducted by the exchange and review of documents online. Further discussions have been hosted with TIAA regarding invoicing practices and advance payments for their services during the government lockdown across the country.

With reference to action PB 2463 regarding a contribution toward a national Modern Slavery phone line, the CC informed the Board that Chief Constables in Wales have brought the matter to the National Police Chiefs’ Council (NPCC) for group discussion in order to establish a wider consensus on the matter across the country.

With reference to action PB 2464 regarding Her Majesty’s Inspectorate of Constabulary Fire and Rescue Service’s (HMICFRS) Child Protection Inspection of DPP, the CC informed the PCC that a paper on ongoing discussions regarding the subject would be provided to him by the end of the day.

**Action: The OPCC to second an individual into the Organisational Learning project work with Supt Craig Templeton.**

**3. Chief Constable’s Update**

**3a. Operational Updates**

The CC provided the Board with an operational update, commencing with the news that there is currently one PCSO and one PC suspended from duty. The CC also provided updates on various investigations across the Force including that of an attempted murder in Carmarthenshire, an attempted murder of a child in Carmarthenshire and the successful stop check of two vehicles from another Force area which resulted in arrests and the seizure of vehicles and weapons by officers. It was noted than a second stop check in Powys had resulted in the seizure of £57k worth of illegal drugs by officers.

With regard to the enforcement of lockdown across the Force area the CC stated that DPP had served around 450 enforcements, a total higher than those of the three other Welsh forces combined. It was noted that the majority of notices had been served to individuals travelling to DP’s Force area from other locations, and to individuals who have become persistent offenders in town centres across the Force. The CC stated that DPP have received positive reactions from the public in response to their enforcement activity. It was noted that DPP had seen a surge in the number of anti-social behaviour incidents, with the CC stating that 95% of these cases are related to Covid-19 measures.

It was noted that 17 assaults had been committed against officers since the previous PB meeting on the 2nd of April mostly consisting of kicks, hair pulls and punches. The Board learned however that a number of officers had suffered being spat and coughed at while on duty. The Courts in the present climate have handed out custodial sentences for such behaviour from members of the public.

**3b. Organisational Updates**

The DCC stated that the Force had conducted two sets of promotion boards for Chief Superintendents and Chief Inspectors. It was noted that out of 12 Chief Superintendent applications 10 have been progressed, and out of 18 Chief Inspector applications 11 have been progressed.

The DCC informed that Board that during the lockdown Chief Officers were eager to capture the views of operational staff of DPP’s response to the Covid-19 restrictions, and would shortly be commencing a staff survey.

**4. PCC’s Update**

**4a. Local**

The PCC stated that his local engagements were limited due to Covid-19 restrictions. It was noted that the Local Criminal Justice Board (LCJB) would be hosted during the week commencing on the 27th of April, as would the All Wales Criminal Justice Board (AWCJB). The PCC informed the Board that an extraordinary meeting of the AWCJB had been hosted the previous week informing members of the burden on criminal justice services during the lockdown period which DPP should be mindful of due to the AWCJB’s links to operational policing.

The PCC stated that he was meeting with Youth Offending Managers (YOMs) and Community Safety Partnership (CSP) managers in the afternoon, and would be discussing North Wales Police’s project on drugs management during the lockdown period led by Emma Thomas with them. The PCC suggested that it may be beneficial for DPP to commence a similar project in order to collect data across the country.

**4b. National**

The PCC informed the Board that he continued to liaise with the Secretary of State and the Deputy First Minister, and suggested that PCC involvement in the progression of the Covid-19 response may be limited moving forward. The PCC stated he was eager to recommence business as usual with his commissioned services and youth services via electronic communication over the next few weeks.

**5. Standing Items**

**5a. HR Update from DCC Claire Parmenter**

Chief Inspector Richard Hopkin (RH) attended the meeting to provide an overview of the agile working project in response to lockdown restrictions on staff. RH stated that agile working environments had been identified across Police HQ for when staff members could start returning to the site, including the bar area, training rooms, the mezzanine floor area on the first floor of the Strategic Command Centre (SCC). Other sites across the Force had been identified for staff use, including a number of rooms in Ammanford Police Station and four offices in Llandovery Police Station.

RH stated that a number of issues had been met and resolved by police staff during the lockdown period. These include a strain on the IT infrastructure as large numbers of staff attempt to dial in to their meetings. RH stated that a number of further decisions needed to be made in order to progress the Agile Working project including uncertainty over which departments in Ammanford station will be moving to Llanelli station over the next few months which will impact on staff working in the two stations.

The DCC stated that a number of discussions were ongoing with senior managers to establish how some departments might utilise agile working opportunities in the future. The DCC stated that good work at the beginning of the lockdown which had seen staff conduct promotion boards, interviews and meetings online would present further opportunities to agile work in future. The DCC would be meeting the information management manager on the 27th of April to discuss the possibility of allowing an increased number of staff the opportunity to agile work. The PCC stated that a clear plan for the agile working project was required, and stated that a clear structural governance and funding plan would be needed to progress the project over the next few months. The PCC was also eager for Chief Officers to ensure that cost benefits including fuel and electricity savings were captured during this time to identify the positive impact of agile working for the Force.

The DCC stated that the agile working project would work alongside DPP’s recruitment work and uplift programme. The Board learned that 42 officers would be recruited in September 2020, a further 22 in March 2021 and a further 24 in December 2021. The DCC informed the Board that 10 transferees from other Forces had been interviewed in March 2020, with 5 commencing in posts in the Criminal Investigation Department (CID) in September 2020. The DCC stated that 69 individuals had been interviewed in March 2020 for officer posts, with 60 applications being progressed through vetting electronically. The DCC praised DPP’s HR department for their efficient work conducting interviews quickly online following the commencement of the lockdown period in March. The DCC stated that 27 individuals had been identified as retiring by the end of 2020 however at least one had asked to delay retirement in order to assist the organisation during the Covid-19 period. The DCC closed by stating that programming had been utilised to provide training for student officers during this time.

The PCC queried about the efficiency of different roles and teams in light of the lockdown. It was noted that a hold had been placed on recruitment at the commencement of lockdown, however it had been proven that learning and recruitment could be conducted efficiently remotely. The DoF stated that up to ten posts are currently still vacant within the Force.

**Action: The DoF to provide the PCC with a list of vacancies within the Force by the next Policing Board meeting in May.**

The discussion moved on to overtime payments, with the DoF stating that overtime hadn’t had great impact on the Force’s budget. The only departments which have seen an increase in overtime are the contact centre as some staff members had to self-isolate, and officers being deployed to roads policing in order to discourage travel across the Force area during lockdown.

**5b. COVID19 Update from Supt Jon Cummins**

Superintendent Jon Cummins (JC) attended the meeting and stated that a Community Cohesion project had been established to ensure sufficient links are made with communities during the lockdown period. It was noted that a governance structure had been established with weekly gold and silver groups hosted, and a dashboard created to contain the Force’s sickness data. The CC stated that DPP is currently at 6% sickness levels which is not vastly different to sickness levels throughout the year.

JC stated that DPP have a good stock of Personal Protective Equipment (PPE) for officers and staff to respond to the Covid-19 restrictions, and had supported South Wales Police and Gwent Police with their supplies during the past few weeks. It was noted that 80 officers had been referred for testing across the Force, with 8 officers tested since Friday the 24th of April, all presenting negative results. The PCC queried how long the testing process took, and was informed that testing was split between services provided by Hywel Dda health board and Public Health Wales.

JC stated that 123 enforcement notices had been served over the previous weekend to individual defying lockdown measures. Officers had acted upon intelligence that a rave had been organised in Ceredigion over the weekend however no illegal activity had taken place. The Force had put plans in place to curb social activity such as raves ahead of the May Bank Holiday weekend.

The CC extended his thanks to officers across the Force conducted enforcement activity during the lockdown. It was noted that Chief Officers had agreed on the 22nd of April that Go Safe Road Safety Officers would be redeployed to assist with enforcement activity in order to avoid the targeting of key workers making their way to work during the lockdown.

It was noted that Risk Manager Huw Morgans would be writing a report for the Force on risks relating to PPE and staff abstraction which could be shared with the PCC in time.

**Action: Huw Morgans to provide a short summary report of Covid-19 related matters to the PCC.**

The discussion on Covid-19 closed with the PCC querying the Force’s response to domestic violence calls. Chief Officers stated that they were working to maintain communication lines with the public and support groups, with further messages regarding how to seek help due to be published on DPP’s and the OPCC’s social media pages during the week.

**5c. Finance**

The DoF stated that a number of accruals and adjustments had been received at the close of the financial year which were being progressed by the finance team. The DoF stated that the closure of the 2019/20 accounts had been managed positively and efficiently by the finance team who had hosted a number of internal meetings and meetings with Wales Audit Office (WAO) to progress matters over the past few weeks. The DoF stated that matters were currently 4-5 days behind schedule however the Force was on target to publish their draft account notice by the statutory date of the 31st of May. The DoF identified a number of challenges that staff still needed to work through including outstanding work on the collaborative budgets with other Welsh Forces.

The CFO provided an update to the Board stating that she had been working closely with Assistant Director of Corporate Finance Ian Williams, and stated that the finance team had been doing excellent work in extreme circumstances and the team was intact and remained healthy. She noted that discussions were ongoing with WAO who remained supportive and pragmatic about the current situation. It was noted that while there were currently no issues regarding WAO’s audit capabilities, the situation may change depending on their resourcing levels over the next few weeks.

The Board learned that discussions regarding financial risks were ongoing, with variance analysis being identified as key to ensuring accuracy. The Force’s finances remain in a healthy position. A discussion ensued regarding representation at June the 3rd’s Police and Crime Panel meeting which is traditionally a finance-centred meeting. The CoS stated that the Panel were mindful of the restrictions posed by the Covid-19 lockdown and had not to date requested a finance paper at the meeting.

**Action: The PCC, CoS and CFO to discuss inputs at the Police and Crime Panel meeting on June the 3rd outside the Policing Board meeting.**

A brief discussion ensued regarding a scheduled Policing Accountability Board (PAB) meeting on the 11th of May. The PCC stated that the OPCC would invite a number of individuals to join the meeting which would be hosted electronically. Members of the public would be advised to join a Facebook Live session during the meeting in order to pose questions to the CC and PCC.

**Action: The OPCC to discuss with Force Communication Manager Emma Northcote regarding the logistics of hosting a Facebook Live session at the PAB meeting on the 11th of May.**

**6. Matters for Discussion**

**6a. Independent Custody Observer’s Pilot Report (ICOP)**

The PCC highlighted his surprise at the number of children being detained in DPP custody suites, with 32 being detained in February 2020. The CoS stated that the OPCC’s Caryl Bond had written the report based on work carried out by the PCC’s Independent Custody Visitors (ICVs). During the lockdown period Caryl would undertake a dip-sample based on the ICVs’ work on a fortnightly basis, and share her findings with DPP’s Chief Inspector Matt Scrase for further action. The CoS informed the Board that though the ICVs are not visiting custody suites for the time being, the OPCC remained committed to supporting individuals in custody and carrying out its statutory duties as far as it is able. The CoS praised the Force for its immediate response to date to actions raised by Caryl Bond’s dip-sampling work, with the CC stating that the report was positive and had ensured that every recommendation had been put in place by the Force.

**6b. Risk Management**

The PCC accepted the report and was content that all current risks had been discussed as part of discussions for other agenda items during the meeting.

**6c. NPAS**

A brief discussion ensued regarding a letter from NPAS outlining its future operation process as a result of the Grenfell Tower tragedy. The CC provided the OPCC with a response to the letter which the PCC was content with.

**6d. PPE for policing**

Discussion commenced with the DoF stating that the procurement policy within DPP for 2020/21 stated that the Covid-19 outbreak means that the Force can apply section 32c of the public contract regulations which allows the direct awarding of contracts for PPE. The DoF explains that currently the Force requires pre-authorisation from the Board for contract amounts over £25k. This situation may cause difficulty when the Force needs to move quickly to secure PPE particularly as other organisations are also bidding for PPE, as PPE stocks within DPP decrease and overseas markets are affected. The DoF explained that the Force needed the ability to make direct orders for PPE without needing to seek approval. The PCC queried whether there would be update reports provided to the Board and was informed that there would be, alongside a spreadsheet maintained by the Procurement Manager containing details of equipment that had been ordered. It was noted that DPP were currently waiting for 11,000 PPE items to be delivered for officers to use.

**Decision: To approve an exemption from tender procedures (for purchases of £25k or more) in relation to PPE and that the DoF and CFO receive weekly reporting of PPE requirements with reports to PB by exception. It is noted that a valid contract for purchases of £25k or more will still be required as necessary.**

The CC raised concerns regarding a piece of correspondence from Dave Thomas regarding forces across the country making a commitment to purchase PPE during the response to Covid-19. The Board agreed with the CC that as DPP is one of the smallest forces in England and Wales with one of the smallest budgets, it was not necessary for the Force to contribute to a national bid.

**Decision: The PCC in agreement with the CC decided against embarking on a national bid for PPE suggested by Dave Thomas.**

**Action: The CC to supply a formal response to Dave Thomas with regard to a national bid for PPE, to inform him that DPP would not be a part of the bid.**

**6e. Consideration of Crimestoppers contract**

The CoS informed the Board that a request had been received from the crime prevention organisation Crimestoppers for a contribution from the Force’s operational budget. The CoS stated that she had spoken with Detective Superintendent Estelle Hopkin-Davies regarding the contribution who was happy to progress. It was noted that the request had been presented to DPP’s Legal Team who had requested a few amendments to the wording of the agreement.

**Decision: The PCC in agreement with the CC approved a contract to financially support Crimestoppers, pending the amendment of the wording of the document.**

The CFO reminded the Board of discussions at December’s All Wales Policing Board (AWPG) with a Crimestoppers representatives where both the organisation and DPP had agreed that their work should be more co-ordinated with regard to national campaigns.

**Action: The CC to ensure that representatives from the Force’s Criminal Investigation Department (CID) commence discussions with Crimestoppers with regard to upcoming campaigns.**

**6f. Operation Talla Costing Update**

The DoF provided an update on costs for the response to the Covid-19 emergency.  The Board heard that the country was experiencing its 5th week of government lockdown, with such costs being incurred as addition PPE, police overtime, additional IT equipment, increased cleaning and staff welfare.  The DoF stated that the length of the lockdown period was currently unclear therefore it was difficult to extrapolate long-term costs.  The DoF stated that £611k had been spent so far to meet the challenges posed by Covid-19, with £150k spend in the 2019/20 financial year.  £327k of costs incurred to date relate to PPE ensuring that DPP currently have a supply to cover 2-3 months of PPE usage.  The DoF stated that the net costs and loss of income as a result of Covid-19 are expected to rise to £834k by July 2020 before reaching over a million by the end of September.

The DoF stated that savings had been made in aspects such as recruitment, fuel and conference hosting, however the Force had lost its income from mutual aid from events, firearms licencing, vehicle recovery and driver retraining.

The DoF stated that DPP were scoping for potential sources of funding including the Home Office Special Grant, albeit that there are already known commitments for this national allocation. The Welsh Government’s Emergency Financial Assistance scheme, which is routed through local authorities would also be explored.

The PCC queried whether anything further can be done to generate income for the Force with the CC stating that lobbying to the highest levels of government would be helpful.  The spend positions for the other Welsh forces as also noted.

The Board considered and supported initial funding proposals, which subject to the finalised year end position, included the creation of a specific earmarked reserve of £649k, which given the uncertainties would be a prudent approach.

**Action: The PCC to lobby the Secretary of State, the Policing Minister and Welsh Government in relation to the financial implications of Covid-19.**

**Action: The PCC and CC to host a conversation with other PCCs and CCs over the next few weeks to ensure a consistent message is delivered from all Welsh forces regarding spending on Covid-19.**

**Action: Subject to the year end position, a specific reserve be created to partly mitigate the financial consequences arising as a result of Covid-19.**

**Action: Communication to be sent to Faye Ryan thanking her for her work.**

**7. Any Other Business**

**7a. National Stalking Helpline support**

The PCC stated that he had received communication from the National Stalking Helpline seeking £1k from the Force to support its business.

**Action: The Force to provide a view on the request for a contribution of funding to the National Stalking Helpline.**

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| **ACTION SUMMARY FROM MEETING 23/04/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2465** | **The CC and PCC to conduct a short piece to camera engaging the public around its Investors in People Award received the previous week.** | **CC/PCC** |
| **PB 2466** | **MH to send a letter of congratulations to ex-DPP ACC Vicki Evans on her appointment at Cambridgeshire Police.** | **Mair Harries** |
| **PB 2467** | **MH to amend the minutes of the previous meeting to reflect that a Domestic Abuse Gold Group should in fact be referred to as a partnership meeting.** | **Mair Harries** |
| **PB 2468** | **The OPCC to second an individual into the Organisational Learning project work with Supt Craig Templeton.** | **CoS** |
| **PB 2469** | **The DoF to provide the PCC with a list of vacancies within the Force by the next Policing Board meeting in May.** | **DoF** |
| **PB 2470** | **Huw Morgans to provide a short summary report of Covid-19 related matters to the PCC.** | **Huw Morgans** |
| **PB 2471** | **The PCC, CoS and CFO to discuss inputs at the Police and Crime Panel meeting on June the 3rd outside the Policing Board meeting.** | **OPCC Exec Team** |
| **PB 2472** | **The OPCC to discuss with Force Communication Manager Emma Northcote regarding the logistics of hosting a Facebook Live session at the PAB meeting on the 11th of May.** | **OPCC Exec Team** |
| **PB 2473** | **The CC to supply a formal response to Dave Thomas with regard to a national bid for PPE, to inform him that DPP would not be a part of the bid.** | **CC** |
| **PB 2474** | **The CC to ensure that representatives from the Force’s Criminal Investigation Department (CID) commence discussions with Crimestoppers with regard to upcoming campaigns.** | **CC** |
| **PB 2475** | **The PCC to lobby the Secretary of State, the Policing Minister and Welsh Government in relation to the financial implications of Covid-19.** | **PCC** |
| **PB 2476** | **The PCC and CC to host a conversation with other PCCs and CCs over the next few weeks to ensure a consistent message is delivered from all Welsh forces regarding spending on Covid-19.** | **PCC/CC** |
| **PB 2477** | **Subject to the year end position, a specific reserve be created to partly mitigate the financial consequences arising as a result of Covid-19.** | **Chief Officer Team** |
| **PB 2478** | **Communication to be sent to Faye Ryan thanking her for her work.** | **Mair Harries** |
| **PB 2479** | **The Force to provide a view on the request for a contribution of funding to the National Stalking Helpline.** | **Chief Officer Team** |