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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:** | Debby Jones, Information Management, DPP (DJ) (agenda item 5a)A/Insp Andrew Williams, DPP (AW)T-PS Tanya Grey, Staff Officer, DPP (TG)Mair Harries, Executive Support Officer, OPCC (MH) |
| **Apologies** |  |



**Meeting: Policing Board**

**Venue: Skype Meeting**

**Date: 2nd of June 2020**

**Time: 09:30 – 12:00**



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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.** | **Ongoing** |
| **PB 2466** | **MH to send a letter of congratulations to ex-DPP ACC Vicki Evans on her appointment at Cambridgeshire Police.** | **Complete** |
| **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.** | **Complete** |
| **PB 2468** | **The OPCC to second an individual into the Organisational Learning project work with Supt Craig Templeton.** | **Complete – pending further discussions between the CoS and the ACC.** |
| **PB 2469** | **The DoF to provide the PCC with a list of vacancies within the Force by the next Policing Board meeting in May.** | **Complete** |
| **PB 2470** | **Huw Morgans to provide a short summary report of Covid-19 related matters to the PCC.** | **Complete** |
| **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.** | **Complete** |
| **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.** | **Complete** |
| **PB 2473** | **The CC to supply a formal response to Dave Thompson with regard to a national bid for PPE, to inform him that DPP would not be a part of the bid.** | **Complete** |
| **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.** | **Complete** |
| **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.** | **Complete** |
| **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.** | **Complete** |
| **PB 2477** | **The Force to create a reserve in the absence of national funding to the sum of around 1% of its budget (£1.129m).** | **Complete** |
| **PB 2478** | **Communication to be sent to Faye Ryan thanking her for her work.** | **Complete** |
| **PB 2479** | **The Force to provide a view on the request for a contribution of funding to the National Stalking Helpline.** | **Complete** |

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| **Decision No** | **Decision Summary** |
| **PB T2 122** | **For a contribution of £3,787 to be provided to Brake for services in 2020/21.** |

**2. Minutes of Previous Meetings**

The minutes were approved pending amendments suggested. It was agreed that Board members should submit their changes to MH by the end of the day for the minutes of the meeting of the 23rd of April to be translated and published as swiftly as possible.

**Action: Board members to provide their amendments to the minutes of the 23rd of April to MH as soon as possible in order to translate and publish the document.**

**3. Chief Constable’s Update**

**3a. Operational Updates**

The CC updated the Board on a number of operational matters including good police work within the Roads Policing Unit (RPU) and the detention and arrest of an individual involved in a collision with an off-duty officer.

The Board also learned that officers carrying out vehicle stops in Carmarthenshire had stopped a suspicious vehicle resulting in the arrest of the occupants for possession of Class A drugs and the possession of an imitation firearm.

It was noted that 10 assaults have been carried out on police officers since the previous meeting on the 23rd of April, with assaults ranging from bites, kicks and individuals spitting at officers.

**3b. Organisational Updates**

The CC updated the Board on organisational matters, stating that all DPP promotion processes were complete. It was noted that the Chief Officer Roadshows previously planned for the summer would go ahead, and the PCC expressed an interest in attending and supporting the Roadshows.

Other updates included that a new intake of officers would join the Force in July, and that Her Majesty’s Inspectorate of Constabulary Fire and Rescue Service (HMICFRS) would resume its inspection regime in the Autumn.

To close the discussion, the CC stated that HQ rooms hosting Operation Carleston, a murder investigation in Carmarthenshire, would be closed over the coming weeks.

**4. PCC’s Update**

**4a. Local**

The PCC stated that as part of Volunteers’ Week commencing on the 1st of June a series of meetings had been organised between the PCC and OPCC volunteers. The OPCC had also planned social media activity to maximise engagement with volunteers during the week and encourage interest amongst others in volunteering opportunities.

The PCC stated that he continued to host meetings with key stakeholders in order to establish how his office can support other organisations and the public during lockdown. These meetings include the Dyfed-Powys Local Criminal Justice Board on the 30th of April and a Commissioning Advisory Board on the 20th of May.

**4b. National**

The PCC updated the Board on a number of national commitments he continued to attend during lockdown in order to influence national debate and understand how national decision will affect DPP’s operational response to Covid-19.

The PCC stated that he continued to host regular dial-ins with the Welsh Government Deputy First Minister, and with the other PCCs in Wales. The PCC also attended the Association of Police and Crime Commissioners’ (APCC) General Meeting on the 28th of May to discuss how other areas were responding to the virus.

**5. Standing Items**

**5a. Data Protection**

DJ provided an update on Data Protection, including an overview of information management, records management and freedom of information (FOI). The Board received data on the number of requests for information from members of the public and the backlog which had built over recent months. A reduction in the number of requests for information made to the department during the lockdown period alongside assistance from other areas had enabled the department to clear the backlog. DJ thanked staff in the OPCC and other departments who have worked on several FOI requests over the past few weeks to help clear the backlog. It was noted that during lockdown a large number of Covid-19 FOI requests have been made to the team. The DPP team regularly seek advice from the National FOI team in order to provide information to the public that is consistent with the national message.

DJ stated that the workload within the Data Protection Team was a concern, as unlike the FOI requests, these requests have not reduced during the lockdown. Notices about court orders, safeguarding and child safety remained at consistent levels, and the number of unallocated cases within the team was at 177. DJ stated that senior managers had moved staff working within the disclosure department to work on data protection requests in order to address the situation. The Board learned that the backlog within Data Protection had been placed on the Force risk register.

Providing further context to the backlog within Data Protection, DJ stated that the team were currently still able to meet their deadlines for the most serious requests including those for court orders. The Board heard that the DoF had agreed extra funding for a temporary vacancy within the team as well as a maternity cover role, however due to the specialist nature of the work the roles remained unfilled. DJ stated that Human Resources (HR) are aware of the backlog in the department and are redirecting staff who are unable to fulfil their own role towards Data Protection in order to support the team.

DJ stated that all FOI requests and subject access requests are required to report their data via the National Police Chiefs’ Council (NPCC) Information Commission. It was noted that DPP currently weren’t meeting the Information Commissioner’s Office’s (ICO’s) response rate of 95%, however subject access is one type of request that is being given priority and currently falls under an action plan which DPP have put in place.

The Board learned that internal reviews were undertaken by DPP’s Legal team, meaning that if an applicant for information was not content with the information they received they could ask for an internal review. DJ also stated that since January 2020 there had been 24 data protection breaches within DPP, with only 1 passing the threshold level to be reported to the ICO. DJ stated that the department work with the individual to recommend training packages for learning and development.

The discussion moved on to records management. The Board learned that most of the department staff were currently working from home, with 3 staff members working in the old police hangar to review documents in storage. The staff members were continuing with the scanning project while other staff were working to identify PNI records. The Board heard that 4 categories of records were arranged under the Management of Police Information (MoPI) system which balances proportionality and necessity of police information, with 1 being the most serious and 4 the least. DJ stated that the team were intent on completing the accurate recording of MoPI categories 1 and 2 before the implementation of the new Niche records management system later this year. It was noted that support had been provided to the department by staff unable to complete their regular role due to Covid-19, and the department were in the process of recruiting 2 extra staff members to assist in the preparation for transfer to Niche. The DCC expressed her and the rest of the Chief Officers’ gratitude for the support to the department during the past few months.

The PCC thanked DJ for her input and expressed his concern for the backlog in data protection, stating that the figures provided showed that the total cases in May had increased by 45% between the 15th and the 22nd of the month, leading to the backlog. DJ stated that staff sickness had contributed to the backlog because the team is small, and losing a single member of staff can have a great impact on the backlog. The DCC stated that she had requested that DJ carry out a review of other similar forces’ information departments to look for learning opportunities to implement in DPP.

**5b. Budget Update**

The DoF provided an update on the overtime out-turn, predicted at around £100,000 over budget due to operational activity to support Covid-19 response and Operation Dovecote. It was noted that at the previous week’s Covid-19 Gold Group DPP had spent £644,000 in response to the virus which is currently £4,000 under the predicted spend for the activity. The DoF stated that the financial team’s focus for the past few months has been closing the accounts which was completed and signed several days before the deadline on the 29th of May. It was noted that Audit Wales (AW) were impressed with the finance team’s swift completion of the work which also garnered praise from the DoF, the CFO and the PCC during the discussion.

It was noted that the overall financial position had changed marginally since the indicative report which had been presented to Policing Board as a result of a few late accruals within the Estates department which had been identified as part of due diligence review work. The updated year end variance was noted by the Board as £1.792 million. Considerable financial constraint had been exercised during the year to mitigate areas of pressures with a number of savings materialising towards year end. These included positive variances in relation to police officer pay, overtime, a number of non-pay, reduced spend on collaborative activities along with elements of additional income being realised. This position has enabled the creation of a specific reserve to partly mitigate the financial consequences associated with Covid19, facilitated a reduced planned contribution from reserves to support the base budget during the year, allowed for additional direct revenue funding to capital to avoid external borrowing for estates projects along with some non-enhancing expenditure in relation to capital schemes being met from revenue. The DoF updated that revenue and capital reserves had reduced from £16.2 million to £14.6 million.

The DoF stated that the statutory audit was due to start on the 8th -June and that the annual finance seminar for the Joint Audit Committee to review the Statement of Accounts and Annual Governance Statement was scheduled to be held remotely on the 16th June..

The CFO reiterated the DoF’s praise of the finance team’s achievement of the closure of accounts and noted that there had also been a number of process improvements. The CFO updated the Board that Audit Wales were giving consideration to the statutory requirements in relation to the public inspection of the accounts and Call of Audit as there were concerns that electors’ rights would be hindered if the accounts could not be inspected as a consequence of stated Covid-19 restrictions. Audit Wales had indicated that they were hopeful of a pragmatic outcome and would report in due course.

Despite a number of financial and operational challenges including those arising as a consequence of the Coronavirus pandemic, the PCC stated that it was very pleasing to achieve a net underspend of £1.792 million by year end which would undoubtedly assist in meeting increased financial challenges especially given the wider economic landscape

**6. Focus: Covid-19 Update**

AW attended the dial in to provide an update on Operation Dovecote, the policing response to Covid-19. It was noted that DPP officers had issued 1663 fixed penalty notices to individual flouting lockdown regulations since the beginning of lockdown. AW stated that 57.2% of the notices had been given to individuals living outside the Force area, however during the previous weekend 87% of notices were issued to individuals from outside the Force area, with Powys being the worst affected county within the Force area for penalty notices.

It was noted that the RPU had worked tirelessly to host check points throughout the Force to limit the number of individuals travelling through the four counties. AW stated that in recent weeks a number of motorcyclists from Merseyside had been turned away from the area, and several stop-checks had resulted in arrests and the seizure of illegal items. Examples include the seizure of £21000 of cannabis from a vehicle in Pembrokeshire and the seizure of class A drugs and handguns from a stop-check in Brecon. Any stops resulting in uncovering illegal activity were reported to the Force area where the travelling individuals have come from. A discussion ensued regarding the number of individuals from Black Asian and Minority Ethnic (BAME) backgrounds stopped at check points, particularly in Ceredigion where a number of BAME males have attempted to travel to the area for camping holidays. The Board discussed statistics for enforcement notices issued to BAME individuals across different forces, and that it wouldn’t be correct to compare enforcement notices of those individuals with DPP’s population of BAME residents which is currently around 2%.

**Action: Force to provide the PCC with further information on the number of BAME individuals issued fixed penalty notices by DPP.**

AW stated that he had tasked sergeants in different Basic Command Units (BCUs) to work together on joint check points, for example Carmarthenshire and Pembrokeshire officers will host check points particularly as traffic increases as lockdown measures relax over time. AW stated that the Force Communication department were consistently working on social media content highlighting that lockdown regulations in Wales are different from those in England, particularly as many individuals have been travelling in groups from England through Wales claiming ignorance of the different set of lockdown rules in Wales. AW stated that the Force were focussed on targeting individuals blatantly flouting regulations and travelling large distances rather than local people who may be confused by the changing rules and restrictions. The CC stated that DPP had worked with the highways agencies and Trunkroads Wales to ensure a high quantity of signage across the area informing travellers of Wales’ lockdown regulations. The CC and PCC stated that the local community had been very supportive of officers’ actions and that MPs and AMs had also been supportive of operational activity in DP.

The PCC queried about how parking was affecting local communities particularly as most car parks at tourist attractions have been closed as part of the lockdown. He was informed that Chief Inspector Mark McSweeney was fully involved with Neighbourhood Policing Teams (NPTs) to ensure beauty spots across the counties are regularly patrolled to ensure tourists don’t attempt to visit the area during lockdown. It was noted that the CC had given Police Community Support Officers (PCSOs) addition powers during the lockdown for them to support police activity in breaking up large groups and issuing fines for regulation breaches.

A brief discussion ensued regarding DPP’s engagement with Welsh Government with both the PCC and CC stating they would welcome clear and consistent communication with the government to ensure operational policing is able to adapt to regulation changes.

The ACC provided a brief overview of recovery for the organisation, stating that Heads of Departments have been asked to state what they have learned from the lockdown period and what would be effective moving forward. The ACC also stated that a Data Review Cell would review information coming in from a number of sources including Welsh Government to inform a Learning Action Plan in future. The ACC stated that recovery had been divided into several focus points including organisational learning, agile working and support for victims and witnesses.

A discussion ensued regarding a Force action plan for recovery with the PCC asking what the timeline is for that piece of work. EA stated that meetings were ongoing to develop the plan which should be in place by the end of June.

**Action: Situation report including a Force recovery plan to be provided to the PCC by the next Policing Board on the 2nd of July.**

The ACC stated that the Force produces a daily summary of Anti-Social Behaviour (ASB) activity to understand the picture across the Force. It was noted that in the previous report 50% of ASB reports were regarding Covid-19. EA stated that she had tasked senior officers to also review domestic abuse incidents to understand the local picture and understand the impact of activity on partner agencies and refuges. The PCC stated that the national domestic abuse helpline Safe Lives had seen an increase in calls which contrasts with the number of incidents reported to the Force. EA stated that many of those calls have been about financial concerns as opposed to abusive behaviour which may explain the lack of reported incidents of abuse.

Chief officers stated that NPTs have been actively engaging with the public to ensure community support with their policing approach. The Force’s aim is to engage not enforce, and the PCC supported this by stating that he wouldn’t want to lose the goodwill of the public during the lockdown.

The PCC noted that the number of sudden deaths and suicides have stayed below average for a number of weeks. The PCC expressed some frustration that the national narrative around suicides and domestic violence incidents are not matching with the Force statistics, suggesting that the narrative may not be based on recorded figures from forces across the country.

The CC and PCC expressed their gratitude to AE and his officers for the diligent work in supporting the DPP response to Covid-19 during the previous months.

**7. Matters for discussion**

**7a. Child Victim Report**

The PCC stated that he wished to obtain an understanding of volume of child victims in the Force area particularly in light of his funding of the Goleudy Victim and Witness service, in order to ensure that appropriate services are available. This information will be used to determine an appropriate way forward and consideration is being given to launching a pilot for additional service provision for child victims of crime.

**7b. Brake’s National Road Victim Service**

The Department for Transport has provided funding for Brake’s National Road Victim Service for 2020/21, in alignment with the end of funding support from the Ministry of Justice. Brake are seeking donations from PCCs to cover the remaining shortfall in service funding. Brake have provided their Forgotten Victims Report produced in February 2020 outlining the current situation for victims of road crashes. In 2019/20 Brake supported road traffic cases in the Dyfed-Powys area as follows:

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| **Dyfed-Powys PCC** |
| **Helpline** | **Literature** | **Police FLO input** |
| Number of cases – 32 fatal1 serious injury | 48 bereavement packs sent out | 2 FLO input sessions in July and October 201920 officers attended |
| Number of contacts – 289 emails3 letters16 phone calls |  | 66 communications with the force area |
| 5 Individuals supportedTime spent supporting – 641 minutes |  |  |

In 2018/19 Brake Helpline supported 5 people in 4 raised cases across Dyfed Powys. Brake also worked closely with Dyfed-Powys Police during 2018/19, with 72 bereavement packs and 32 children’s support books handed out. A FLO training session took place in October 2018 with attendance of 12 officers.

They estimate that Brake’s helpline provides around £3,000 per case in cost avoidance for police and significantly more for wider public services.

Brake are keen to be more inclusive of Welsh language in their services and literature, and are considering seeking additional funding to develop these resources.

In order to continue service provision, funding is sought from Dyfed Powys and a request has been made for a contribution of £3,787. Discussions ensued in relation to the value added by the service and it was agreed that the investment was beneficial. As such, it was agreed that a contribution would be given as per requested.

**Decision: For a contribution of £3,787 to be provided to Brake for services in 2020/21.**

**7c. Draft Consultation Version of Contract Change Notice -WECTU.**

The draft consultation was noted to have been signed outside of the formal governance arrangements due to necessary timescales involved and all parties stated that they were happy with the arrangements.

**7d. National Police Air Service (NPAS)**

The PCC stated that he and other members of the NPAS Board were concerned with some of the reports coming from the NPCC Aviation Review. Members have concerns about NPCC decision-making without consultation with the Board, and also the length of time it has taken to complete the review which has now resulted in PCCs needing to make quick decisions over complicated matters. The PCC stated that the review paper has 15-20 recommendations and that he was unhappy with 2 in particular; the closure of the Hawarden Base which is a site that covers Powys and North Wales, and also the 25% reduction in service from St Athan. The PCC stated that he would be writing to the PCC in West Yorkshire to state his concerns on the matter.

**Action: MH to circulate the PCC’s letter regarding his concerns about NPAS to the 4 Chief Constables and other 3 Commissioners in Wales.**

**8. Any Other Business**

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| **ACTION SUMMARY FROM MEETING 02/06/2020** |
| **Action No** | **Action Summary** | **To be progressed by** |
| **PB 2480** | **Board members to provide their amendments to the minutes of the 23rd of April to MH as soon as possible in order to translate and publish the document.** | **All** |
| **PB 2481** | **Force to provide the PCC with further information on the number of BAME individuals issued fixed penalty notices by DPP.** | **Force** |
| **PB 2482** | **Situation report including a Force recovery plan to be provided to the PCC by the next Policing Board on the 2nd of July.** | **ACC** |
| **PB 2483** | **MH to circulate the PCC’s letter regarding his concerns about NPAS to the 4 Chief Constables and other 3 Commissioners in Wales.** | **MH** |