

Tuesday 29<sup>th</sup> September 2015

## Attendees

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Alun Michael– Police and Crime Commissioner (Chair);  
Peter Vaughan– Chief Constable;  
Richard Lewis– Assistant Chief Constable;  
Mark Milton– Head of Human Resources;  
Umar Hussain– Chief Finance Officer;  
John Rose– Assistant Police and Crime Commissioner;  
Cerith Thomas – Chief of Staff  
Geoff Petty– Treasurer;  
Mark Brace– Chief Planning and Performance Officer;  
Kate Carr– Communication and Public Engagement Manager;  
Matt Jukes– Deputy Chief Constable;  
Jon Stratford– Assistant Chief Constable;  
Nia Brennan– Head of Joint Legal Services;  
Cath Llewellyn– A/Director of Corporate Communications;  
Hannah Jenkins– Equalities & Social Justice Manager

## Minute Taker

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Christina Strode (CS) – Staff Officer (Police & Crime Commissioner)

## Agenda

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### Part 1 – Standing items

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#### 1. Apologies for absence

Apologies for absence were received from Deputy Police & Crime Commissioner Sophie Howe & Assistant Chief Constable Nikki Holland.

#### 2. Immediate and urgent items

Richard Lewis updated the group on the recent rapes that had occurred in Cardiff city centre. Excellent police work had resulted in the charge and remand of 2 individuals for the first rape. The second case was still outstanding. The third case had also resulted in the charge and remand of two individuals.

Positive interaction had occurred between licensees, the local authority and universities.

#### 3. Draft Police & Crime Plan

Mr Michael thanked Mark Brace and both the Commissioners team and the Chief Constable's team for the work undertaken on the draft police and crime plan to date. The timescales were challenging. The positives were clear from the shared vision and understanding between the Chief Constable and the Commissioner. Mr Michael requested that the same timetable be followed in future years.

Matt Jukes said that the infographics for the demand work needed to be brought into the plan in place of the narrative.

The one page principles document was **AGREED** by the group.

#### **4. Updates**

##### **a. Joint Planning & Performance Management Group update**

John Rose presented the Joint Planning and Performance Management group update. The minutes were agreed to be an accurate reflection of the meeting. Mr Michael said that the minutes gave a flavour of the discussion in the meeting.

The group discussed the governance under the new Single Integrated Architecture. The titles of the bronze boards had been discussed at the recent Joint Change Board. Some of the work underneath each board was being realigned where necessary as the boards were evolving. Mr Michael asked for duplication of issues to be avoided with realignment of issues underneath each of the boards.

MJ said that he had been misrepresented in the section of the minutes under governance. The discussion which had taken place was around the terms of reference.

Two issues had been raised up through the boards – innovation fund bids and missing children.

Performance reporting had been discussed in the meeting and Daryl Fahey had been tasked to look at this for reporting to future Joint Planning and Performance meetings. A common template should be used for reporting to each of the boards.

The board discussed the performance data on missing children presented by Richard Lewis. This would be discussed in the future rounds of local authority meetings between Mr Michael and Mr Vaughan and Leaders and Chief Executives. Richard Lewis would provide data at a BCU level in future.

There was a discussion on sickness absence. Matt Jukes said there was substantial work being undertaken in this area. Mr Michael was reassured that work was being undertaken in this area but would need escalation. This would need to be picked up at the next Joint Planning and Performance Meeting.

Mr Vaughan said that the firms system was excellent at identifying trends in sickness absence for individual staff members.

Mr Michael asked the board to note that the Joint Communications sub group meetings were not working. Issues discussed at these meetings would be picked up with Mr Michael, Matt Jukes and Cath Llewellyn when needed in future.

It was noted that the paper presented to the Commissioner's Strategic Board was a list of the collaborative bids, not those specific to South Wales Police Only.

**b. Joint Change Board report**

The board noted the report which had been received at the meeting. Matt Jukes suggested that the future minutes of the Joint Change Board should be presented in the same format as the Joint Planning and Performance Minutes.

**ACTION: To adopt the Joint Planning and Performance minutes template for future Joint Change Board minutes.**

The actions of the Joint Change Board were discussed by the Board.

**c. Collaboration update (CAPITA report)**

Matt Jukes said that the next step would be for this to go the All Wales Policing Group on 6<sup>th</sup> October 2015 under the closed session of the meeting.

Mr Michael said that commitment was needed from the 4 Welsh Commissioners and Chief Constables for this to move forward and that there were collaboration opportunities outside of collaboration with other forces.

The five project areas identified included estates and administration, procurement, media production and printing, Welsh translation and IT.

**5. Other reports and decisions**

**a. Representative Workforce project joint report**

Hannah Jenkins presented an update on the report produced jointly with Tim Morgan.

In summary there were 30 people in the PCSO intake for November 2015 of which 2 were from a BME background. In addition there would be a PC assessment in October which consisted of approximately 190 candidates of which 8 were from a BME background.

There were also 16 BME candidates being mentored towards the next PCSO campaign in December and 8 candidates being prepared for the Special Constable campaign taking place in November.

The bursary funded CKP course would begin in October (provided by the University of South Wales). A maximum of 40 places were available for BME candidates of which 24 had already been allocated.

Mr Michael thanked Hannah and Tim for the report. He said that positive feedback was being received from outside the organisation indicating that South Wales Police take representative workforce seriously.

Mr Vaughan said he was confident that the numbers aspired to would be achieved and also thanked the Human Resources Department for their hard work.

**b. Communications Update**

The board noted the report presented by Cath Llewellyn. The highlights of the report included the work being undertaken on the Police and Crime Plan.

It was also noted that the work being undertaken on the Know the Score Campaign had been nominated for a Canmol award.

Mr Michael thanked Cath Llewellyn for the report as it was an useful update on what work was being undertaken.

Mr Michael said that there had been a positive response from the Ministers and local authorities on the Keep Safe Cymru Card but that more thought was needed on how this could be taken forward.

**ACTION: Jon Stratford and Cath Llewellyn to lead on heightening awareness of the Keep Safe Cymru Card.**

Matt Jukes said that there would be a busy period coming up with the need for internal communications due to planning and change including voluntary retirements. In addition results of the demand work that had been undertaken would need to be fed back to staff.

**c. Finance Update Report**

Umar Hussain presented the Finance Update report which included updates on the revenue position, police officer pay/pensions and police staff budgets. Also, Umar Hussain was confident that the value for money plan would be achieved. The only area of concern under the Capital programme was the Tri-Service Centre.

A separate report on the Tri-Service Centre was presented by Umar Hussain. Essential works had resulted in overspend on the budget and additional contribution to the budget was being sought. As Mr Michael had not had sight of the report prior to the meeting he said that further discussion and reflection was needed before making a decision on the options presented.

The Estates Strategy Board was part way through evaluating all the estate.

Mr Michael said that communication was needed with the general public on the work being undertaken on the Head Quarters site.

**d. Police Innovation Fund bids**

The Board considered the innovation fund bids including the Keep Safe Cymru, "Drive" and Preventing Tragedies bids. Geoff Petty said that the deadline for submission of the bids to the Home Office had not yet been received.

**ACTION: Matt Jukes and Umar Hussain to look at current list of Innovation bids and look at which ones could be combined.**

**e. Police Misconduct hearings**

Nia Brennan explained to the board the differences between the scheme that South Wales had chosen and others in the UK. South Wales Police, North Wales Police and Dyfed Powys Police had opted to advertise at the higher QC rated but with no provision for preparation. This should result in lower aggregated fees being charged by the legally qualified chairs.

**ACTION: Cerith Thomas to add this to the agenda of the All Wales Policing Group on 6<sup>th</sup> October.**

**f. All Wales Schools Liaison Programme**

The board noted the report prepared by Siriol Burford. It was noted by Jon Stratford that the outcome of the review was "educational" and would need an operational focus going forward. Mr Vaughan asked for further clarification as to why these officers were in posts that had too much focus on teaching. The board agreed there was a need to redefine the role and to ensure that police officers were being utilised effectively. Mr Michael said that there was a need for this to be managed by each force to meet their needs and not at an all wales level.

**ACTION: Jon Stratford to liaise with Sophie Howe on taking this forward.**

**g. Missing Children**

Richard Lewis presented performance data on Missing Children. This was still work in progress and was just for noting. In summary the board saw there was a huge demand paces on policing from looked after children. This was the first time this had been analysed at a force wide level. The board agreed it would be useful to establish if these victims fall off the radar in time due to successful interventions. Mr Michael saw value in this being presented to the Leaders and Chief Executives of Local Authorities but there was a need to anonymise the data.

**Action: Commissioner's team to provide Richard Lewis with the dates of future local authority meetings.**

**Action: Richard Lewis to produce this data with further narrative for the next Commissioner's Strategic Board meeting.**

**h. Annual Governance Statement 2014/15 and the Statement of Accounts 2014/15**

Mr Michael asked for clarity on whether all reports from the HMIC had been forwarded to him for comment.

**ACTION: Mark Brace and Cerith Thomas to discuss this with Carol Woodward to ensure a process was in place for this to happen and to consider any which may have been overlooked to date.**

Mr Michael queried the wording on page 11 of the report – "reputational harm". Geoff Petty suggested that the term "reputational" be dropped.

The draft Annual Accounts and the Annual Governance Statement were **APPROVED** by the board.

**i. Action notes and matters arising from previous meeting on 8<sup>th</sup> July 2015**

The board agreed the action notes and matters arising from the previous meeting.

Mr Michael asked the group to note that the memorandum of understanding between Public Health Wales, the Commissioner and the Chief Constable was in place.

The board **AGREED** to sign off the memorandum of understanding.

j. Joint risk register

The board noted the joint risk register. Mr Michael asked for a revised list of Chief Officer's portfolios.

**ACTION: Chief Constable's team to provide an up to date list of the Chief Officers and their respective portfolios.**

## **Part 2 – Items raised by exception**

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**6. Commissioner and Chief Constable's meetings with local authority Chief Executives and Leaders**

The board discussed the recent round of Local authority meetings.

**7. All Wales Policing Group meeting – 6<sup>th</sup> October 2015**

The board noted that the Joint Procurement Strategy would be relevant to the Part 1 discussion at the All Wales Policing Group.

**8. Police and Crime Panel Meeting – 13<sup>th</sup> October 2015**

The draft Police and Crime Plan would be presented at the next meeting of the Police and Crime Panel.

It was decided that the work on missing children should go to the next round of local authority meetings before going to the panel for discussion.

**9. Future of IPCC – Police & Crime Commissioner**

Mr Michael updated the board on this. There was some suggestion that this would move to an ombudsman model.

**ACTION: Mr Michael to write to Theresa May with his and Mr Vaughan's views on this.**

## **Part 3 – Items raised by report**

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**10. Commissioner's team update report**

Mr Michael added to the report that the Chief Executive of the Police ICT Board would be visiting the force on the 20<sup>th</sup> October 2015 due to the number of innovative approaches being adopted by South Wales Police in relation to IT. Representatives of the IT team would attend this meeting in Mr Lewis's absence.

**11. Chief Constable's update report**

The report was noted by the board.

**12. Association updates**

Nothing to note.

**13. Update on Welsh Government Meetings**

Nothing to note.

**Next Meeting**

The next Commissioner's Strategic Board meeting would be held on Monday 23<sup>rd</sup> November @ 10:00am in Conference Room, Cardiff Central Police Station.

**Action Table**

Action Point:	Action	Assigned To
2015 09 29 4b	To adopt the Joint Planning and Performance minutes template for future Joint Change Board minutes.	Steve Routledge
2015 09 29 5b	To lead on heightening awareness of the Keep Safe Cymru Card.	Jon Stratford Cath Llewellyn
2015 09 29 5d	To look at current list of Innovation bids consider which ones could be combined.	Matt Jukes Umar Hussain
2015 09 29 5e	To add Legally Qualified Chairs to the agenda of the All Wales Policing Group on 6 <sup>th</sup> October.	Cerith Thomas
2015 09 29 5f	To liaise with Sophie Howe on taking the All Wales Schools report and subsequent work forward.	Jon Stratford Sophie Howe
2015 09 29 5gi	Commissioner's team to provide Richard Lewis with the dates of future local authority meetings.	Commissioner's team
2015 09 29 5gii	To produce the missing children's data with further narrative for the next Commissioner's Strategic Board meeting.	Richard Lewis
2015 09 29 5h	To discuss and ensure a process was in place for all HMIC reports to be commented on and to consider any which may have been overlooked to date.	Mark Brace Cerith Thomas Carol Woodward
2015 09 29 5j	To provide an up to date list of the Chief Officers and their respective portfolios to the Commissioner.	Chief Constable's team
2015 09 29 9	To write to Theresa May with his and Mr Vaughan's views on the future of the IPCC.	Mr Michael

## Decision Log

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Subject	Decision	Date of Decision
Joint Values and Principles within the Police and Crime Plan	The one page principles and values document was <b>AGREED</b> by the group.	29.09.15
Annual Governance Statement 2014/15 & the Statement of Accounts 2014/15	The draft Annual Accounts and the Annual Governance Statement were <b>APPROVED</b> by the board.	29.09.15
Memorandum of Understanding – Public Health Wales	The board <b>AGREED</b> to sign off the memorandum of understanding between Public Health Wales, the Commissioner and the Chief Constable.	29.09.15