

Friday 15th January 2016 at 09:30am Cardiff Central Police Station

Attendees

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

Minute Taker

Cerys Parker – Staff Officer (Police & Crime Commissioner)

Agenda

Part 1 – Standing items

1. Apologies for absence

Apologies for absence were received from Assistant Police & Crime Commissioner John Rose (for the start of the meeting,) Deputy Chief Constable Matt Jukes (for start of meeting,) Assistant Chief Constable Jon Stratford and Sophie Howe Deputy Police and Crime Commissioner.

2. Immediate and urgent items

Mr Michael welcomed Emily Warren as Assistant Police and Crime Commissioner to the meeting and updated the board on progress of new office structure arrangements before Sophie Howe left to become the Future Generations Commissioner for Wales. Mr Michael stated that the proposal to designate John Rose as Deputy Police and Crime Commissioner from 1st February would be going to the Police and Crime Panel meeting for scrutiny on 1st February 2016.

Mr Michael outlined the changes in the Leadership Structure within the office. Mark Brace, Kate Carr and Emily Warren would be appointed as temporary Assistant Police and Crime Commissioner's

allocated on a geographical and portfolio basis. Emily Warren to cover Swansea, Neath Port Talbot and Bridgend, Kate Carr to cover Merthyr and Rhondda Cynon Taf and Mark Brace to cover Cardiff and the Vale of Glamorgan. The Assistant Police and Crime Commissioners Portfolios would link in with the Bronze Board Structure.

Mr Michael noted that Public Health Wales had published their study on Adverse Childhood Experiences. The work linked in with the Police and Crime Plan. The study will be referred to at the Early Interventions Summit on Friday 22 January 2016.

Mr Vaughan highlighted that ACC Holland had moved to Merseyside Police Force. ACC Lewis has covered the portfolio in her absence and Chief Superintendent Jonathan Edwards was also assisting with some of the cover arrangements. That had provided an opportunity to look regionally at the ACCs role within this portfolio to establish whether South Wales Police needed a stand alone ACC as a direct replacement for ACC Holland or a regional ACC.

a. South Wales Police and Crime Reduction Plan 2016 – 21

Mr Michael stated that the Plan for 2016 – 21 had been finalised.

Mr Michael expressed his thanks to everyone who had worked on the Plan and stated he was very proud of the joint working between South Wales Police and the Commissioner's Office over the last three years.

Mr Vaughan agreed and thanked everyone for their work on the Plan. Mr Vaughan stated that the Plan would be disseminated to all staff. A copy of the Plan went live on connect that morning.

Mr Michael added that further discussion would take place in meetings that afternoon to look at the logistics of how to give a copy to each member of staff.

Mr Michael noted that an agreement had been made to print more copies of the plan and that would be discussed further in the Communications meeting that afternoon.

Action: Mr Michael, Mr Jukes, Kate Carr and Cath Llewellyn to discuss printing of extra copies of the Plan further.

b. Revised governance arrangements

A draft Governance Operating Document was presented to the board. Mr Michael explained there were still a few minor amendments to be made and they would be discussed in the next communications group meeting.

Action: Minor amendments to the draft Governance Operating Document to be discussed at next Communications group meeting.

Mr Michael asked the board if there were any comments or feedback on the governance document.

No comments were noted by the board.

Action: Any further comments on the governance document to be fed back to Cath Llewellyn and Kate Carr.

c. Early Intervention Summit

Mr Michael expressed his thanks to Holly Taylor, Police Staff and all staff involved for all their excellent work on the Summit.

Mr Michael updated the board; over 150 people would be attending the event. The day had been themed in terms of early intervention, prompt and positive action which fitted in with many organisations agendas.

d. United Nations Convention on the Rights of the Child

Mr Michael gave an update on discussions with Mr Vaughan and the proposal to sign up to the UN Convention on the rights of the Child. Mr Michael explained that it was already covered by UK Law and Swansea County Borough Council had already signed up to the convention..

It was noted if South Wales Police adopted the provisions within the UN Convention on the Rights of the Child it would be the first police force in the UK to do so.

Mr Michael and Mr Vaughan both agreed that South Wales Police should sign up to the UN Convention on the rights of the Child.

3. Performance report from silver (performance and delivery)

The board noted all of the hard work of officers and staff over the busy Christmas period.

Mr Lewis provided the group with a presentation on Delivery and Performance.

The presentation highlighted

- recording of Non Domestic Violence with Injury
- Statements linkage
- Child and Adult Rape Offences
- Domestic Burglary
- Crime Outcome rates

Key items of note: Mr Michael noted John Shepard's work and the fact that the A&E figures reinforced the message that South Wales continued to become safer and that there was a need to reinforce the communication message around that.

Mr Michael also noted the need for the message to be clear for all staff by reminding them where we have come from and where we are now.

Action: Mr Michael to discuss the communication messaging further with Cath Llewellyn.

DCC Jukes joined the meeting at this point.

Mr Jukes highlighted the importance of using raw numbers in our communications.

Dr Rose joined the meeting at this point.

Mr Jukes and Dr Rose provided an update to the group on the Joint Delivery and Performance Group Meeting. The key areas of discussion at the meeting were

- Finance
- Delivery and Performance Statistics
- Bronze Boards and Governance Structure

Mr Vaughan suggested a communication on connect of the top 10 sounds bites of information for staff to show where we are as a force compared to others and the areas we need to improve.

Mr Michael added that communicating the performance was key.

Mr Jukes outlined discussions that took place at the Delivery and Performance meeting whereby the group looked at the possibility of a pledge card format for officers to use and to give to the public. There could potentially be three parts to the card

1 – What is our demand?

2 – What is our plan to do something about it?

3 – What does it achieve?

Mr Vaughan outlined the force newsletters, Cath Llewellyn added that initial conversations had taken place and would be discussed further in the next Communications Group meeting.

Action: Cerith to obtain copies of the newsletter from ACC Lewis for Mr Michael.

Mr Michael thanked ACC Lewis for all of the information and the presentation.

4. Financial reports

a) Budget and precept 2016 – 17

Mr Petty outlined the Chancellors Autumn Statement and the implications for South Wales Police and the Commissioners team.

Mr Petty updated the board on the Funding Formula consultation, there was an error discovered in the original process which meant it had to be undertaken again.

Mr Petty explained the additional pressures impacting on South Wales police as a result of increases in expenditure caused by

- National Insurance contribution increases in 2016/17 costing £4.5M
- The new 1.5% Apprenticeship Levy
- Increased Pension Scheme Contributions

Umar Hussain provided an update on the forecast revenue account and highlighted that there was no indication of how this year's settlement would be allocated as yet.

Umar Hussain explained the summary schedule for value for money and the Capital Programme.

Mr Michael stated that he welcomed a discussion about the precept and the potential impact on South Wales Police at the meeting given that he had to provide a report on the proposed amount for 2016/17 to the Police and Crime Panel at its next meeting on 1 February 2016. Mr Michael emphasized the importance of ensuring South Wales Police had the resources it needed to continue to operate effectively and so that in going forward it continued to focus on areas of Public Concern.

Mr Michael proposed to seek a 4% precept increase.

Mr Vaughan thanked Mr Michael and endorsed the approach of a 4% precept increase.

Mr Michael asked the board if there was anything further to comment or note.

No further comment was made from the Board.

Action: Proposal of 4% precept increase to be submitted to the Police and Crime Panel at the next meeting on 1st February 2016.

Action: Communication of decision around the precept to be referred to the Communication group for discussion.

b) Police Innovation Fund bids

Mr Petty outlined the Innovation Fund bids that were submitted in the Commissioners name.

- Early Intervention
- Wisdom – lead by National offender Management Service
- Fusion
- ICT Company
- Drive Perpetrator Programme
- Isomorphic Demand

Mr Petty explained the Home Office would make a decision before Purdah.

Mr Jukes commended all of the hard work to bring the bids together and thanked Mr Petty, Mr Hussain and Chief Superintendent Jonathan Edwards and his team.

Mr Michael and Mr Vaughan also expressed their thanks.

5. Other reports and decisions

a) Communications Update

Cath Llewellyn presented the communications update paper to the Board.

The paper highlighted

- A communications plan for the Police and Crime Plan has been approved.
- Work continued around campaigns.
- Work was ongoing with Welsh Government to develop a communication strategy ahead of grass fire season.
- Work continued around key operations.

Mr Jukes noted that it would be helpful if the Bronze Boards and project Leads could project what their communication need would be for the forthcoming year.

b) Gender thematic review report and presentation

Hannah Jenkins and Detective Chief Constable Jacquie Johnson provided a presentation to the group on Female Recruitment, Progression & Retention in South Wales Police and presented findings and recommendations of the thematic review to the Board.

The presentation highlighted:

- Gender Equality in Policing
- The Thematic Review process
- Female representation
- Progress in recent years
- Comparison with other forces
- Female representation across ranks
- Flexible Working and Career Breaks
- Recruitment and promotion
- Leavers and Sickness
- Employee Survey and Focus Group findings
- Action Plan

Mr Michael thanked Hannah Jenkins and DCI Jacquie Johnson for the report and presentation and suggested that the recommendations should be reviewed by the Bronze and Silver boards.

Mr Vaughan also expressed his thanks for the report and presentation and agreed that the recommendations should now go through the governance structure.

Mr Jukes noted that the Developing People Board and EDHR Board should consider the recommendations.

Action: The gender thematic review final report as presented to the Commissioner's Strategic Board on 15th January 2016 be accepted and referred to Gold and to the Bronze boards for detailed review and action.

c) Action notes and matters arising from previous meeting on 23 November 2015

The group agreed the minutes and actions from the previous meeting on the 23rd November 2015. All actions were considered and complete.

d) Joint Audit Committee 9 December 2015

Mr Petty stated that the minutes of the previous Joint Audit Committee meeting were being finalised and noted that Tiaa were up to date on the delivery of the audit plan, there were no particular issues arising from the meeting.

e) Joint Risk Register

Mr Hussain explained following the new plan and governance structure there was ongoing work with the Force and the Commissioner's team to reframe the risk register.

Action: When the revised version of the risk register had been completed it should be presented at the next available Strategic Board.

Mr Jukes stated that the work would also be monitored by the Silver Board and be presented as an agenda item to the Strategic Board when ready.

Part 2 – Items raised by exception

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

No areas of concern were highlighted.

7) Police and Crime Panel Meeting 1 February 2016

Mr Michael noted two separate agenda items for the Police and Crime Panel meeting

- 1) Precept
- 2) Proposal of Dr Rose as Deputy Police and Crime Commissioner

Cerith Thomas stated that a letter regarding Dr Rose as Deputy Police and Crime Commissioner had been sent to the Panel and any information and agenda items needed to be sent to them by the end of next week.

Cerith Thomas highlighted one issue that had been raised by the Police and Crime Panel in connection with the numbers of officers on duty at any point in timewithin the Force. Mr Michael explained that the details would be shared with the Panel in a closed session.

Cerith Thomas noted that a panel member had requested a report on Domestic Violence to be provided.

Chief Superintendent Jonathan Edwards stated that the report is currently being finalised and will be fed back as soon as possible.

Action: Chief Superintendent Jonathan Edwards to provide report on Domestic Violence for the next meeting of the Police and Crime Panel.

Part 3 – Items raised by report

8) Commissioner's team update report including:

The board noted the report.

Mr Michael informed the board that action logs rather than minutes were being taken of his Leadership Team Meetings.

9) Chief Constable's update report

The board noted the report.

10) Association updates (National Police Chiefs' Council (NPCC), Welsh Chief Officer Group, Association of Police and Crime Commissioners (APCC) & All-Wales meetings

Mr Vaughan highlighted that the National Police Chief's Council meeting was in February 2016.

Mr Vaughan explained that the Welsh Chief Officers Group held a meeting before Christmas which focused on collaboration work.

Mr Jukes explained that the All Wales meeting is due to take place next week.

Mr Michael explained that he is now undertaking two roles on behalf of the Association of Police and Crime Commissioners

- 1) A Member of the ICT Board which has now formulated a strategy going forward and has formulated the right relationship between the Board, Forces and the Home Office
- 2) A Member of the Audit Assurance Board looking at the challenges of NDORS

11) Update on Welsh Government meetings

Mr Vaughan highlighted that the next round of meetings was due shortly.

The next Commissioner's Strategic Board meeting would be held on Wednesday 23rd March.

Action Table

Action Point:	Action	Assigned To	Update
2016 01 15 2a	Mr Michael, Mr Jukes, Kate Carr and Cath Llewellyn to discuss printing of extra copies of the Plan further	Commissioner Matt Jukes Kate Carr Cath Llewellyn	
2016 01 15 2b	Minor amendments to the draft Governance Operating Document to be discussed at next Communications group meeting	Communications Group	
2016 01 15 2b	Additional comments on the governance document to be fed back to Cath Llewellyn and Kate Carr	Cath Llewellyn Kate Carr	

2016 01 15 3	Mr Michael to discuss the communication messaging further with Cath Llewellyn	Commissioner Cath Llewellyn	
2016 01 15 3	Cerith to obtain copies of the newsletter from ACC Lewis for Mr Michael	Cerith Thomas	
2016 01 15 4a	Proposal of 4% precept increase to be submitted to the Police and Crime Panel at the next meeting on 1 st February 2016	Commissioner	
2016 01 15 4a	Communication of decision around the precept to be referred to the Communication group for discussion	Communications Group	
2016 01 15 5b	The gender thematic review final report was accepted and referred to Gold and to the Bronze boards for detailed review and action.	Developing People Board and Gold.	
2016 01 15 5e	A revised version of the risk register should be presented to the Board following work carried out by the internal auditors TIAA	Mr Hussain	
2016 01 15 7	Chief Superintendent Jonathan Edwards to provide report on Domestic Violence to be reported back to the Police and Crime Panel as soon as possible	Chief Superintendent Jonathan Edwards	

Decision Log

Subject	Decision	Date of Decision
Reports for Decision	The Commissioner indicated that he would propose a 4% precept increase to the Police and Crime Panel meeting on 1 st February 2016	15.01.2016

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