

**South Wales Police and Crime Commissioner Joint Leadership
Team Meeting**
Wednesday 8 May 2013
Conference room 1, Police Headquarters, Bridgend, 9:30am

Minutes of Meeting.

Present

Mr. A Michael – Police and Crime Commissioner
Mr. P Vaughan – Chief Constable
Mrs. S Howe – Deputy Police and Crime Commissioner
Mr. D Francis – Assistant Police and Crime Commissioner
Ms. C Paul – Deputy Chief Constable
Mr. U Hussain – Chief Financial Officer
Mr. M Jukes – Assistant Chief Constable
Mr. J Kirby – Assistant Chief Constable
Mr. G Madge – Director of Corporate and Legal Services
Mr. M Milton – Director of Human Resources
Mr. C Thomas – Chief of Staff
Mr. H Cogbill – Assistant Director, Head of Corporate Governance
Ms. A Jones – Communications Manager, Commissioner's team
Mr. M Brace – Performance Manager, Commissioner's team
Ms. H Taylor – Staff Officer, Commissioner's team

Apologies for absence

An apology for absence was received from Assistant Chief Constable Mr. R Lewis.

1. Presentation by the Chief Constable

The Chief Constable delivered a presentation on the first six months of operation since the Commissioner took up office on 22 November 2012. In so doing he commented on the following:

- How well the working relationship had developed.
- Pleased that South Wales has a Commissioner who understands policing.
- Operating as a single organization committed to continuous improvement.
- The shared development of a police and crime reduction plan and how it integrated with the Force delivery plan. Importantly the delivery plan reflects all the Commissioner's priorities.
- The challenge of developing a plan and issuing the precept in such a short period of time.
- The pleasing approach towards sharing resources and avoiding unnecessary duplication and costs.
- The nature of the different relationship on the political landscape where the Commissioner is in a strong position to add value and influence.
- The new governance arrangements
- Innovative funding opportunities
- Relationships with the media.

The Chief Constable then delivered a presentation on Force performance for 2012/13.

2. Presentation by the Police and Crime Commissioner

The Commissioner gave a presentation on the key events, decisions and achievements during his first six months in office. In summary the Commissioner focused on the following:

- The significance of the Oath of office.
- The legislative background set out under the Police Reform and Social Responsibility Act 2011.
- The decision to increase the council tax precept and how it related to the overall budget and his Policing and Crime Plan.
- The establishment of his senior management and support team.
- The importance of an evidence based approach to partnership working and focusing on outcomes.
- A desire to continue to develop an understanding how all parts of the service operate.
- To continuously reinforce the need to use simple language that people understand and avoid the use of acronyms.
- Frustrations around linking in with the some criminal justice organisations.
- A need to develop a better understanding of what needs to be policed in South Wales so that resources can be targeted to where they are needed most.
- The 15 development priorities contained within his policing and Crime Plan were considered in more detail.

Decision

Arising from discussions on the presentations of the Chief Constable and the Commissioner it was decided to:

1. Develop a performance monitoring framework.

Lead Officers: Deputy Chief Constable for the Chief Constable
Assistant Commissioner and Performance
Manager for the Commissioner.

Timescale: Report to be submitted to the Joint Leadership
Team on 7 June 2013.

2. (a) prepare a paper detailing the recruitment and training programme in relation to Community Support Officers.
- (b) Assistant Chief Constable J Kirby to brief the Deputy and Assistant Commissioners on the role of Police and Community Support Officers in engaging with the public and neighborhood policing and to discuss the impact of the additional 206 Community Support Officers funded by Wales Government and how it will be reported.

Lead Officers 2(a) Director of Human Resources for the Chief Constable

2(b) Assistant Chief Constable J Kirby for the Chief Constable and the Deputy and Assistant Commissioners for the Commissioner

Timescale 2(a) report to the next meeting of the Joint Leadership Team in June 2013.

2(b) Report to the Joint Leadership meeting in July 2013.

3. In relation to planning and the late night economy to:
- (a) Undertake research on the legislative background and current policy positions in Cardiff and Swansea; and
 - (b) to develop the strategic position of the Commissioner and the Chief Constable on the late night economy

Lead Officers 3(a) Assistant Chief Constable J Kirby and Director of Legal Services for the Chief Constable and the Deputy and Assistant Commissioners for the Commissioner.

Timescale Joint Management Team meeting in July 2013.

4. Consider arranging a joint “away day” to discuss the the 15 development priorities set out in the Policing and Crime Plan.

Leads The Commissioner and the Chief Constable

Timescale Joint management team meeting on 7 June 2013.

3. Joint Planning arrangements

A report was considered that contained proposals for a joint planning process which provided a framework that outlined the requirements, roles and responsibilities of the Commissioner, Chief Constable and their respective teams.

Decision

That a detailed planning framework and timetable be drafted as per the recommendations contained within the report.

Lead Officers Joint Planning Group

Timescale Report to the next Joint Leadership meeting on 7 June 2013.

4.Revenue and Capital Monitoring position report as at 31 January 2013

The Chief Financial Officer presented a confidential report on the revenue and capital monitoring position as at 31 January 2013.

The report contained an explanation of areas of budget variance; the 2012/13 value for money plan and treasury management performance

Decision

1. That the financial planning timetable is advanced to allow sufficient time for consideration and wider consultation and that it be tied into the overall corporate planning approach.

Lead Officers Joint Planning Group

Timescale Present a report to the Joint Management Team meeting on 7 June 2013,

2. In order to allow sufficient time for the consideration of next year's budget the seminar on finance involving the Police and Crime Panel should ideally be held in December 2013 and not January 2014. The matter is to be raised with the panel

Lead Officers Police and Crime Commissioner

Timescale Next meeting of the Police and Crime Panel

5.Health and Safety

Mr. M Milton set out the responsibilities of the Commissioner and the Chief Constable as corporations sole and employers in the context of health and safety matters.

In so doing he explained the previous internal framework for complying with health and safety legislation which included a health and safety committee. Following the election of the Commissioner there was a need to review the arrangements for the oversight of health and safety in order to ensure both he and the Chief Constable, as corporations soles, discharged their responsibilities

Decision

- (a) That a joint health and safety board be established for the Commissioner and the Chief Constable.
- (b) That the Commissioner will nominate a lead to act on his behalf.
- (c) That priority is given to consulting with Board members on whether the existing policies and procedures are fit for purpose.

Lead Officers Director of Human Resources for the Chief Constable and the Assistant Commissioner for the Commissioner.

Timescale the Board to meet on 14 June 2013

6. Stage 2 Transfers

Mr. M Madge and Mr. M Milton set out the legislative requirements and employment related matters for the stage 2 transfers. The transfer referred to the movement of police staff, property, rights and liabilities from the Commissioner to the Chief Constable.

The challenging timescales for producing a transfer scheme were outlined and they required Police and Crime Commissioners to submit their schemes to the Home Secretary by 16 September 2013 in order for them to be approved by January 2014. The Commissioner advised that the Home Secretary had since confirmed that she would revert to them with her approval during December 2013.

It was understood that in order to meet the deadlines work would have to begin as soon as possible to prepare for stage 2. The Commissioner further advised that the Association of Police and Crime Commissioners were in the process of obtaining legal advice on preparing schemes and were arranging a briefing to all Commissioners within a matter of weeks.

Decision

- (a) That service standards required by the Commissioner be prepared.
- (b) That a detailed timetable for stage 2 transfers be prepared.

Lead Officers Deputy Chief Constable for the Chief Constable and the Deputy and Assistant Commissioners for the Commissioner.

Timescale A report to be prepared for the Joint Management Team meeting on 7 June 2013.