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**Gwent Police
and Crime Panel**

**Panel Heddlu
& Throseddu Gwent**

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Date: 9th September 2016

Dear Sir/Madam,

A meeting of the **Gwent Police and Crime Panel** will be held at the **Committee Rooms 2 and 3, Torfaen County Borough Council, Civic Centre, Pontypool, NP4 6YB** on **Friday, 16th September, 2016** at **10.00 am** (Panel Pre-Meeting at 9.30am) to consider the matters contained in the following agenda.

A G E N D A

	Pages
1 To appoint a Chair and Vice-Chair for the Ensuing Year.	
2 Declarations of Interest.	
3 Apologies for Absence.	
To approve and sign the following minutes: -	
4 Gwent Police and Crime Panel held on 17th June 2016.	1 - 10
5 Gwent Police and Crime Panel (Confirmation Hearing) held on 23rd August 2016.	11 - 12
6 Verbal update by the Police and Crime Commissioner for Gwent.	13 - 18
7 Review of Quality of Service - Scoping Report.	19 - 22
8 Gwent Police and Crime Panel Webcasting Meetings.	23 - 26
9 Forward Work Programme.	27 - 28

MEMBERSHIP:

Councillor Mostyn Lewis, Blaenau Gwent
Councillor Mrs Lisa Winnett, Blaenau Gwent County Borough Council
Councillor Mrs Christine Forehead, Caerphilly County Borough Council
Councillor Colin Peter Mann, Caerphilly County Borough Council
Councillor Mrs Gaynor Denise Oliver, Caerphilly County Borough Council

Councillor Mrs Norma Parrish, Torfaen County Borough Council
Councillor Jessica Powell, Torfaen County Borough Council
Councillor Peter Clarke, Monmouthshire County Borough Council
Councillor Frances Taylor, Monmouthshire County Borough Council
Councillor Omar Ali, Newport City Council
Councillor John Guy, Newport City Council
Councillor David Williams, Newport City Council

Co-opted Members- Mr P. Nuttall and Ms J. Smith

By Invitation

Mrs S. Curley, Office of the Gwent Police and Crime Commissioner
Mr D. Garwood-Pask, Office of the Gwent Police and Crime Commissioner
Mr J. Farrar, Chief Constable
Mr J. Cuthbert, Office of the Gwent Police and Crime Panel

And Appropriate Officers.

Gwent Police
and Crime Panel

Panel Heddlu
Gwent a Throseddu

GWENT POLICE AND CRIME PANEL

**MINUTES OF THE MEETING HELD IN PENALLTA HOUSE, YSTRAD MYNACH, ON
FRIDAY 17TH JUNE 2016 AT 10.00 A.M.**

Present:

Councillor J. Guy - Chair
Councillor Mrs F. Taylor - Vice-Chair

Councillor M. Lewis and Mrs L. Winnett - Blaenau Gwent County Borough Council
Councillors Mrs C. Forehead, C.P. Mann and Mrs G.D. Oliver - Caerphilly County Borough Council
Councillors O. Ali and D. Williams - Newport City Council
Councillors Mrs N. Parrish and Miss J. Powell - Torfaen County Borough Council
Ms J. Smith - Co-opted Member

By invitation:

Mr J. Cuthbert - Police and Crime Commissioner for Gwent
Mr J. Farrar - Chief Constable, Gwent Police
Mrs S. Curley - Chief of Staff, Office of the Police and Crime Commissioner for Gwent
Mr D. Garwood-Pask - Chief Finance Officer, Office of the Police and Crime Commissioner for Gwent

Together with:

Chief Inspector P. Staniforth and Inspector I. Thomas (Gwent Police)
PC S. Ladd (South Wales Police)
Mrs L. Husselbee (Gwent Police Community Safety Supervisor)
Mr C. Appleton (Unified Messaging System Ltd)
Mrs C. Forbes-Thompson (Interim Head of Democratic Services)
Miss R. Barrett (Committee Services Officer)

1. JO COX – MEMBER OF PARLIAMENT

The Chair referred to the murder of Jo Cox MP, who had been fatally injured outside her constituency surgery in West Yorkshire the previous day, and paid tribute to the dedicated Member of Parliament. All present stood for a moment of silence as a mark of respect and extended their condolences to the bereaved family.

2. DECLARATIONS OF INTEREST

Councillor Mrs L. Winnett wished it noted that she is a member of the Local Crime Prevention Panel and an Animal Welfare Lay Visitor for Gwent Police.

Councillor J. Guy wished it be noted that he is the Treasurer of both Newport and Gwent Neighbourhood Watch Associations and the Chair of the Gwent Branch of NARPO (National Association of Retired Police Officers).

Ms J. Smith wished it be noted that she is an independent member of the Aneurin Bevan University Health Board and a trustee of the South East Wales Regional Equality Council.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P. Clarke (Monmouthshire County Borough Council) and Mr P. Nuttall (Co-opted Member).

4. MINUTES – 18TH MARCH 2016

RESOLVED that the minutes of the Gwent Police and Crime Panel meeting held on 18th March 2016 (minute no. 1 - 9) be approved as a correct record.

In discussing the minutes, the Panel requested an update on the recently secured PCC-funded Third Sector Liaison Officer post. Staff from the Office of the Police and Crime Commissioner (OPCC) confirmed that work is being undertaken with local authorities regarding this post and that a briefing note would be circulated to the Panel outlining the latest developments on this matter.

Reference was made to webcasting arrangements as discussed at the last meeting and the Panel queried the feasibility of recording the forthcoming confirmation hearing in Monmouthshire for the Deputy Police and Crime Commissioner for Gwent. It was explained that there are plans to record this confirmation hearing (in order to test the equipment) but that this recording will not be made publically available. Should this test be successful, the Panel will consider webcasting future meetings going forward.

Discussion took place regarding police station closures and in referring to a general increase in recorded crime across England and Wales, the Panel queried whether station closures have had an impact on these crime levels. They also expressed an interest in viewing recorded crime figures for the whole of Gwent to ascertain this impact. Mr Jeff Farrar (Chief Constable for Gwent Police) highlighted the loss of police personnel and reminded the Panel of his commitment to accurately record crime data, which has been seen as a major contributory factor towards increased levels of recorded crime.

The Panel made reference to the lack of a police presence in specific wards and Mr Jeff Cuthbert (Police and Crime Commissioner for Gwent) explained that one of his priorities would focus on accessible policing across Gwent. He confirmed that he would examine this matter in greater detail over the summer and provide an update at the next meeting of the Panel.

5. PRESENTATION – MOBILE DATA PROGRAMME

Inspector Iain Thomas (Gwent Police) and PC Sally Ladd (South Wales Police) presented an overview of the new Mobile Data Programme, which is currently being implemented across the Gwent Police workforce. The project revolves around the improved use of mobile data technology to allow police officers to record data and look up information while they are out in the community.

It was explained that the project forms part of the Fusion Programme, which has been developed in collaboration with South Wales Police, and brings together a number of projects that look to improve how relevant and accurate information is shared between police forces, partner agencies and members of the public.

The Officers summarised the features of the new mobile telephone devices that are being distributed to staff across the workforce as part of the improved technology. The new device has a larger screen than its predecessor and improved interface functionality for ease of use. It links to systems via mobile data or wi-fi, will operate in offline mode and utilises geo-data. The device has the ability to access the new STORM incident logging system and has a number of key design features, including a beneficial data search facility. It replaces the pocket notebook and allows police officers to complete an electronic 'stop-and-search' form. The device automatically date-stamps logged incidents and incorporates a pen to allow for the signing of forms/logs and for written notes to be added to police logs. The new technology has resulted in many benefits, including a significant reduction in administrative work and improved data quality. User feedback to date has been very positive.

Questions were invited from the Panel and a query was received regarding the use of the 'stop-and-search' facility in cases where members of the public do not speak English or have specific impairments. Officers explained that the devices have access to Google Translate which resolves many communication barriers in the first instance, and that police officers can access the police Language Line in more complex instances. In cases requiring British Sign Language, assistance can be requested from specially trained officers. The 'stop-and-search' form can be printed off and posted to the person in question once completed, and the device also allows for the form to be enlarged on screen for ease of use, especially when a person signs the form (which can help minimise disputes/queries later on).

It was confirmed that the device has been issued to all police community safety support officers (PCSOs) and has a lifespan of 3-4 years, with tempered glass and a hard external case to minimise damage. All staff who are issued with the device receive a full day of training on its use. The devices are equipped with many security features, including password protection, and access to mobile data via a secure encrypted virtual private network (VPN) channel. Should the device be lost, all data contained in its memory can be instantly wiped via remote command.

Discussion also took place regarding the availability of contact telephone numbers for key Gwent Police personnel, with Panel Members expressing the need for the public to be provided with an alternative to the general enquiries switchboard number. The Chief Constable confirmed that elected Members would be provided with these numbers, but reiterated the importance of the general public contacting Gwent Police through the switchboard to ensure all calls are accurately logged and all enquiries are responded to in a timely manner.

The Police representatives were thanked for their presentation.

6. GWENT NOW – BRIEFING DOCUMENT

Councillor J. Guy referred to his earlier declaration of interest in that he is the Treasurer of both Newport and Gwent Neighbourhood Watch Associations, and subsequently took no part in the ensuing debate. Councillor Mrs F. Taylor took the Chair for this item.

Mr Chris Appleton from Unified Messaging System (UMS) Ltd, together with Chief Inspector Paul Staniforth (Gwent Police) and Mrs Leeanne Husselbee (Gwent Police Community Safety Supervisor) presented an overview of the new Gwent Now community messaging scheme, which replaced the Online Watch Link (OWL) scheme in April 2016.

It was explained that due to the costs associated with running OWL, consideration was given to obtaining a cost-effective community messaging system that would meet the requirements of Gwent Police and the public whilst making best use of the available technology and resources. Detailed information regarding the Gwent Now scheme, including background, training, system developments, promotion, Neighbourhood Watch links, and frequently asked questions, was contained within the report that was included within the meeting papers.

The contract for the new community messaging service was subsequently awarded to UMS Ltd for a period of 4 years. Mr Appleton highlighted the company's background and the methods by which community messaging can interact with users and third-party organisations via the use of channels and platforms (such as SMS, email, voice broadcasting, text-to-speech and social media). He outlined the reasons why UMS Ltd had been selected as the service provider and explained that the Gwent Now system and branding had been designed by Gwent Police, with the aim of the service to provide ease of use and accessibility to its users.

Mr Appleton summarised the main features of the service, including the functionality of the mobile telephone application, explaining that users can tap into their location to receive location-based messages (via the use of time-sensitive geo-data), with the service spotlighting users in specific areas. In closing, Mr Appleton gave assurances that UMS Ltd have undergone a stringent vetting process in terms of security and that user details are fully protected.

Discussion took place regarding issues experienced with geotagging certain locations across the Gwent area. Members queried if the list of areas covered by Gwent Now could be expanded and if a radius search could be utilised instead of a postcode search to receive location messages. They also expressed the need for additional functionality to allow information from Gwent Now to be shared across media channels. Mr Appleton gave a demonstration of how to select/eliminate certain wards/areas from search criteria, with it agreed that he would clarify technical queries with Panel Members outside of the meeting.

In response to queries from the Panel, it was confirmed that over 48,000 users had signed up to Gwent Now since its inception, which is a more accurate figure when compared to the number of former OWL users. Mr Appleton and Chief Inspector Staniforth explained that the new service has a strong community focus and that work is being carried out with other organisations (such as Local Authorities) to expand and evolve the service. Ms Husselbee also confirmed that a series of engagement events have taken place to promote the new Gwent Now service.

The Panel thanked Mr Appleton and the Gwent Police representatives for their informative presentation.

7. VERBAL UPDATE BY THE POLICE AND CRIME COMMISSIONER FOR GWENT

The newly elected Police and Crime Commissioner (PCC) for Gwent, Mr Jeff Cuthbert, thanked his predecessor Mr Ian Johnston, and also former Deputy PCC Mr Paul Harris, for setting the firm foundations on which he would undertake his new role. He stated that he hoped to be an active member of the Association of Police and Crime Commissioners and acknowledged the huge task that lay ahead in terms of policing across Gwent.

In referring to the murder of Jo Cox MP, he envisaged that this tragic event would lead to extensive debate surrounding the protection afforded to elected Members and could subsequently impact on the workload of police forces across the UK.

The Commissioner updated the Panel on his initial weeks in office, which included visits to a number of organisations, the soft launch of the Public Response Unit and continued work regarding Positive Futures and the Partnership Fund. In support of Mental Health Awareness Week, the Commissioner visited Connect Gwent's victims' hub in Blackwood, which aims to raise awareness of 'Mate Crime' (in which a vulnerable person is manipulated or abused by someone they believed to be their friend). Mr Cuthbert explained that the level of such incidents has increased, but this is believed to be due to increased awareness and reporting.

The Panel noted that the recruitment process is currently underway for the Deputy Police and Crime Commissioner post, and Mr Cuthbert explained that although the successful candidate is not required to hold party political membership, they will be expected to share his outlook on principles such as police and social justice and support the Police and Crime Plan.

The Commissioner summarised his aims regarding the new Police and Crime Plan, explaining that this will set out the strategic direction for policing and community safety across the Gwent Police area. He referred to a recent poll which indicates that only 10% of the population are aware of the existence of Police and Crime Commissioners, and outlined his commitment to raising this profile through social engagement. He welcomed invitations to community events and stated that he would endeavour to attend wherever possible. He referred to the need to adapt to constantly evolving technologies and also made reference to the impact of the new Well-being of Future Generations (Wales) Act on the work of Gwent Police.

The Commissioner also provided an update in respect of the 101 service. He referred to concerns informally raised by Panel Members relating to the level of service/response received from control room staff. It was noted that the Commissioner and Chief Constable have addressed these issues during their weekly meetings, which have resulted in an increase in response times across the 101 service.

The Chief Constable added that the new STORM incident logging system was introduced in March 2016. Initially this had resulted in control room staff having to work with both the new system and the former ORIS/Niche system in an attempt to link the two systems together, which had caused some delay in response times across the 101 service. The Panel were given assurances that the functionality of STORM was much improved on the old system and that staff were receiving training on the new system, which should expedite 101 response times. The Chief Constable also invited the Panel to visit Gwent Police Headquarters in Cwmbran in order to view the control room in a working environment.

Discussion took place regarding the relocation of a number of senior police officers to different policing areas across Gwent. The Panel emphasised the strong community relationships that had been established with these officers, and expressed the need for communication between elected Members, the Commissioner and Chief Constable when relocations are being considered. The Chief Constable outlined his commitment to maintaining consistency within local policing areas but explained that occasionally there is a need to relocate officers elsewhere in Gwent for operational reasons.

The Chief Constable also referred to the recent HMIC 'State of Policing' report which commended the improvements made by Gwent Police. The Panel were pleased to note that this has led to the force being held up as a model of best practice for other forces across England and Wales.

The Commissioner and Chief Constable were thanked for their update.

8. POLICE AND CRIME COMMISSIONER FOR GWENT ANNUAL REPORT 2015 - 2016

Consideration was given to the report, which summarised and highlighted progress of key initiatives across the Commissioner's Office to further policing priorities for the period 1st April 2015 – 31st March 2016. This is a statutory document which is required by the Police Reform and Social Responsibility Act 2011 and was authored by the previous Police and Crime Commissioner for Gwent, Mr Ian Johnston, who completed his term of office in May 2016.

A draft version of the report had been presented at the previous meeting of the Gwent Police and Crime Panel. Comments and feedback had been invited from the Panel and incorporated into the report, and subject to some minor typing amendments being made prior to publication, the Panel were asked to note the report included with the meeting papers as the final version.

The report detailed the previous Commissioner's priorities for Gwent, namely: delivering the best quality of service available; preventing and reducing crime; taking more effective action to tackle anti-social behaviour; protecting people from serious harm; and making the best use of resources whilst providing value for money. The key achievements over the last year against each of these priorities were highlighted within the report, and included progress in respect of community engagement, continued work with Connect Gwent, partnership initiatives, improvements to the criminal justice process and progress in respect of safeguarding issues.

Reference was made to the Gwent Integrated Offender Management (IOM) scheme, which involves multi-agency integrated teams dealing with the most prolific offenders in Gwent. The Commissioner received a query from the Panel regarding the location of some 376 offenders managed within IOM Acquisitive Crime. He confirmed that he would make enquiries on this matter and report his findings to the Panel.

Having considered and discussed the report, the Panel noted the progress and developments detailed within the final version of the Commissioner's Annual Report for 2015-2016.

9. EQUALITY AND DIVERSITY ACTION PLAN: 2016 - 2020

Consideration was given to the Equality and Diversity Action Plan: 2016–2020, a copy of which was tabled at the meeting, and the views of the Panel were sought on its content.

The action plan is a detailed account of how the Office of the Police and Crime Commissioner will provide delivery, scrutiny and oversight of the Joint Strategic Equality Plan 2016-2020. This will ensure compliance with statutory obligations under the Equality Act 2010.

The equality action plan focuses on two parts: the activities that the OPCC will undertake that will deliver against each equality objective, and the routine activities that the OPCC will collectively contribute to their equality objectives and general duties. The action plan is a living document, which will be maintained and updated regularly and reported via the production of the Strategic Equality Plan Annual Progress reports.

In response to comments from the Panel relating to quarterly monitoring of the action plan, staff from the Commissioner's Office confirmed that they could provide updates at more frequent intervals if required. The Commissioner asked that comments from the Panel be forwarded to him so that they can be incorporated into the action plan.

The Panel referred to the timescale heading within the action plan, which listed a number of actions as 'ongoing', and expressed a need for more specific timescales to be listed against key activities. An observation was also made that it would be useful to view updated action plans displaying the direction of travel against baseline data for key actions.

Having considered and discussed the Equality and Diversity Action Plan: 2016–2020, the Panel noted its contents.

10. FINANCE REPORT FOR THE YEAR ENDING 31ST MARCH 2016

Mr Darren Garwood-Pask (Chief Finance Officer, OPCC) presented the report, which summarised the latest financial position regarding the completion of the Revenue and Capital Accounts for the Gwent Police Group for the year ending 31st March 2016.

The Revenue Account has identified savings of £5.986m against budget at the year-end before transfers to general and earmarked reserves. As part of the on-going Staying Ahead Programme, the 2015/16 budget included £6.027m of planned in-year efficiency schemes against the Comprehensive Spending Review (CSR target).

The Panel were referred to the report appendices, which contained detailed information in respect of revenue income and expenditure within the Gwent Police Group, a summary of virements for the financial year, details of proposed earmarked reserves, and details of performance against the capital programme for 2015/16. It was noted by the Panel that the financial position summary for the Gwent Police Group examines the impact of surpluses on performance in future years.

Mr Garwood-Pask explained that the final forecast outturn (prepared in February 2016) had anticipated savings of £3.646m. The movement to the interim position of £5.986m has resulted from normal accounting changes, which are a combination of year-end actions, the finalisation of positions for previously estimated performance, and unanticipated actions late in the final year (such as the sale of mobile police stations).

During the course of the ensuing debate, reference was made to Gwent Police's borrowing practices. Mr Garwood-Pask explained that this is addressed within the Treasury Management Strategy, and advised the Panel that due to sufficient reserves held by Gwent Police, it has not been necessary to make any borrowing arrangements over the past few years.

A query was raised regarding the forthcoming EU Referendum and the potential impact of the result on the financial position of Gwent Police. Mr Garwood-Pask summarised details of the government's funding model and explained that whilst such risks are included in financial forecasting and planning, there could potentially be an impact on future budgets depending on the referendum result.

Discussion took place regarding the potential impact of future funding reductions on the sustainability of the police force and the effect this could have on the level of service delivered to the public. The Panel were advised that there are statutory requirements regarding the level of service provision and that the Commissioner will undertake a number of actions to minimise this impact in the coming years.

The Panel also discussed future funding/budget liabilities in respect of the 101 service and PCSOs, together with a significant overspend against overtime payments during 2015/16. It was confirmed that overtime working and enhancement resourcing is undergoing scrutiny by the Chief Officer Team to understand cause, effect and appropriateness of resourcing, and

that an update will be provided to the Panel during the presentation of the next set of financial projections in December 2016.

Reference was made to time constraints within Panel meetings and of the importance of fully examining financial reports submitted by the Commissioner's Office for consideration by the Panel. It was agreed that arrangements be made for a Financial Sub-Committee to be established, consisting of mandatory attendees, which will allow Panel representatives to scrutinise financial reports in greater detail ahead of their presentation to the Gwent Police and Crime Panel.

Having noted the contents of the report, the Panel thanked Mr Garwood-Pask for his presentation.

11. MEDIUM TERM FINANCIAL PROJECTIONS 2017/18 TO 2021/22

Consideration was given to the report, which outlined the updated OPCC's Medium Financial Projections (MTFP) to 2021/22. The report recommended that the Commissioner consider these projections in order to shape the development of his emerging Police and Crime Plan, highlight the funding impact of on-going national austerity measures, provide early consideration to his precept strategy, identify the emerging in-service cost pressures and development, and consider the Staying Ahead Programme of work and identified schemes to address future funding deficits.

Moving forward, the Commissioner will also need to review the overall levels of reserves held (both general and earmarked), together with the future capital programme and its funding requirements as part of his consideration for setting the 2017/18 budget.

The report highlighted the background to the agreement of the 2016/17 budget in February 2016, together with a number of risks and issues for consideration. As a result of early indications which suggest that significant reductions should be expected for police funding over the next few years, coupled with the continuing need to deliver efficiency savings well beyond the £42.069m delivered to date, it was proposed that the latest MTFP be refined to reflect 3 different scenarios, namely pessimistic, probable and optimistic.

The differences between the respective scenarios were outlined in the report, including items that increase/decrease the cumulative deficit, and further detailed information showing the financial forecast against each scenario were contained within the appendices to the report.

The pessimistic scenario indicates that the projected recurring deficit before efficiencies is £26.153m by 2021/22, which will be reduced to £13.123m following the application of currently identified efficiency schemes and budget reductions. The probable scenario indicates that the projected recurring deficit before efficiencies is £21.563m by 2021/22, which will be reduced to £6.233m following the application of currently identified efficiency schemes and budget reductions. The optimistic scenario indicates that the projected recurring deficit before efficiencies is £15.915m by 2021/22, which will be reduced to £0.585m following the application of currently identified efficiency schemes and budget reductions.

Also appended to the report were a number of graphs which outlined projected trends in terms of funding source analysis (government and precept funding), cumulative deficits (pre-efficiency expenditure and overall funding) and pre-efficiency/post efficiency scheme deficits (outlining differing trends in terms of pessimistic/probable funding, optimistic funding, pessimistic expenditure and probable/optimistic expenditure).

Discussion took place regarding the Central Government Grant and police precept elements of funding for the police force (Net Revenue Expenditure of the Commissioner). Forecasting to 2021/22 (and using the pessimistic scenario), indicates that the split is estimated to be a Central Government Grant of £59.887m (50%) and precept of £59.651m (50%). The Commissioner emphasised the need for open and regular communication on this matter between the Association for Police and Crime Commissioners and acknowledged the need for his office to develop a consistent precept strategy. It was confirmed that the Commissioner's Office would shortly circulate a number of potential dates to the Panel in relation to consultation on the precept for 2017/18.

12. FORWARD WORK PROGRAMME

The Panel noted the draft Forward Work Programme, which outlined future reports and meeting dates of the Gwent Police and Crime Panel. It was noted that an item relating to the comprehensive review of Criminal Justice has been included in the programme. The Commissioner confirmed that he would highlight the future work and projects being developed by his Office at the next meeting of the Panel.

The meeting closed at 1.28 p.m.

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Gwent Police
and Crime Panel

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GWENT POLICE AND CRIME PANEL

MINUTES OF THE MEETING HELD AT COUNTY HALL, RHADYR, USK ON TUESDAY 23RD AUGUST 2016 AT 10AM

Present:

Councillor J. Guy - Chair

Councillor M. Lewis – Blaenau Gwent County Borough Council
Councillors Mrs C. Forehead and Mrs G.D. Oliver - Caerphilly County Borough Council
Councillor D. Williams - Newport City Council
Councillor P. Clarke – Monmouthshire County Borough Council
Mr P Nuttall - Co-opted Member

By invitation:

Mr J. Cuthbert - Police and Crime Commissioner for Gwent
Mr D. Garwood-Pask - Chief Finance Officer, Office of the Police and Crime Commissioner for Gwent
Mr J. Farrar – Chief Constable, Gwent Police
Mrs S. Curley – Chief of Staff, Office of the Police and Crime Commissioner for Gwent

Together with:

Mrs G. Williams (Interim Head of Legal Services and Monitoring Officer) and Ms C. Evans (Committee Services Officer).

1. DECLARATIONS OF INTEREST

Councillor Mrs C. Forehead wished it noted that she is the Chair of the Gwent White Ribbon Campaign.

Councillor J. Guy wished it be noted that he is the Treasurer of both Newport and Gwent Neighbourhood Watch Associations and the Chair of Gwent NARPO Association.

Mr P. Nuttall wished it be noted that he is a trustee of the Bridge to Cross Charitable Trust.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Mann (Caerphilly County Borough Council), Mrs L. Winnett (Blaenau Gwent County Borough Council), O. Ali (Newport City Council), F. Taylor (Monmouthshire County Council) and Mrs N. Parrish and Miss J. Powell (Torfaen County Borough Council).

3. PROPOSED APPOINTMENT OF THE DEPUTY POLICE AND CRIME COMMISSIONER FOR GWENT

Mr J. Cuthbert, Police and Crime Commissioner for Gwent, notified the Panel of his intention to appoint Ms Eleri Thomas as the Deputy Police and Crime Commissioner for Gwent.

Members were advised that in accordance with the requirement of the Police Reform and Social Responsibility Act 2011, the Panel is required to hold a public confirmation hearing to review the proposed senior appointment and make a report to the Commissioner.

During the confirmation hearing, the Panel discussed the report and sought further information from the Commissioner about the process relating to the appointment. Following this, Ms Eleri Thomas was invited to the hearing and detailed discussions ensued in which a number of questions were asked to Ms. Thomas in order that the Panel could consider her responses and determine her suitability against the person specification criteria (namely experience and qualifications, skills, knowledge and competence qualities).

At the conclusion of the question and answers session the Panel adjourned for a short recess to enable them to reflect on the information they had received from Ms. Thomas.

On reconvening, the Panel voted to endorse the proposed appointment of Ms. Eleri Thomas as Deputy Police and Crime Commissioner for Gwent.

The meeting closed 11.25 am.

SUBJECT: POLICE AND CRIME COMMISSIONER FOR GWENT – VERBAL UPDATE

DATE: 16TH SEPTEMBER 2016

1. Deputy Police and Crime Commissioner.
2. New Police and Crime Plan Update.
3. Commissioning Update.
4. Safer Gwent Update.
5. Public Response Unit.
6. Engagement.
7. Budget Setting Timetable (attached at Appendix 1).
8. Chief Finance Officer Update.

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**POLICE AND CRIME COMMISSIONER FOR GWENT
2017/18 BUDGET SETTING TIMETABLE**

	Description	Date	Owner
1	Update Medium Term Financial Projections (MTFPs) based upon national/ regional guidance, 15/16 final outturn and emerging issues	26 th May 2016	PMA
2	Briefing to Police and Crime Commissioner (PCC) and Chief Constable (CC) on initial MTFP	6 th June 2016	CFO OPCC
3	Briefing to Police and Crime Panel (PCP) on initial MTFP	17 th June 2016	CFO OPCC
4	Briefing to Joint Audit Committee (JAC) on initial MTFP	30 th June 2016	CFO OPCC
5	Briefing to Strategy and Performance Board (SPB) on initial MTFP	20 th July 2016	CFO OPCC
6	Update MTFP to reflect national/ regional guidance, emerging issues and strategic direction	19 th August 2016	PMA
7	CFO OPCC briefing on MTFP	22 nd August 2016	ACO-R
8	OPCC Executive Board Team briefing on updated MTFP	24 th August 2016	CFO OPCC
9	Chief Officer Team (COT) briefing on updated MTFP	30 th August 2016	ACO-R
10	Formal Budget Setting commences in Finance Department (including two month Precept consultation during October and November)	1 st September 2016	Finance
11	Briefing to JAC on planning process, strategic direction and budget setting	15 th September 2016	CFO OPCC
12	SPB briefing on updated MTFP, planning process, strategic direction and budget setting	30 th September 2016	CFO OPCC / ACO-R
13	COT briefing on updated MTFP and budget proposal formulation	4 th October 2016	ACO-R
14	Update MTFP to reflect strategic direction following COT briefing	5 th October 2016	PMA
15	CFO OPCC briefing on MTFP	5 th October 2016	ACO-R

**POLICE AND CRIME COMMISSIONER FOR GWENT
2017/18 BUDGET SETTING TIMETABLE**

16	Strategic Planning Group (SPG) briefing on MTFP	12 th October 2016	PMA
17	Produce initial budget proposal	18 th October 2016	PMA
18	COT briefing on draft Gwent Police Budget Proposal	25 th October 2016	ACO-R
19	CC finalises Gwent Police Budget Proposal	1 st November 2016	ACO-R
20	CFO OPCC briefing on Gwent Police Budget Proposal	2 nd November 2016	ACO-R
21	OPCC Executive Board Team briefing on updated MTFP and consideration of Gwent Police Budget Proposal	3 rd November 2016	CFO OPCC
22	Budget Setting Exercise completed in Finance	4 th November 2016	PMA
23	SPB to consider and discuss Gwent Police Budget Proposal	29 th November 2016	CFO OPCC / ACO-R
24	OPCC Exec Board Briefing on provisional Budget and Precept Proposal	1 st December 2016	CFO OPCC
25	PCP Report for circulation with provisional Budget and Precept Proposal	2 nd December 2016	PMA
26	COT briefing on provisional Budget Proposal	6 th December 2016	ACO-R
27	Briefing to PCP on provisional Budget and Precept Proposal	9 th December 2016	CFO OPCC
28	SPG briefing on provisional Budget and Precept Proposal	12 th December 2016	PMA
29	JAC Report for circulation with provisional Budget and Precept Proposal	13 th December 2016	PMA
30	Update MTFP to reflect Provisional Settlement and Autumn Statement announcements	16 th December 2016	PMA
31	Draft PCC Proposed Precept Report for circulation	19 th December 2016	CFO OPCC

**POLICE AND CRIME COMMISSIONER FOR GWENT
2017/18 BUDGET SETTING TIMETABLE**

32	JAC briefing on provisional Budget and Precept Proposal	21 st December 2016	CFO OPCC
33	COT briefing on proposed Precept	3 rd January 2017	ACO-R
34	CFO OPCC briefing on proposed Budget and Precept	4 th January 2017	ACO-R
35	OPCC Executive Board Team Briefing on proposed Budget and Precept	11 th January 2017	CFO OPCC
36	Final Police Settlement announced	tbc January 2017	Home Office / WG
37	MTFP updated to reflect impact of Final Police Settlement	tbc January 2017	PMA
38	Deadline for PCC to issue PCP Proposed Precept Report	13 th January 2017	PCC
39	PCP Meeting to consider Proposed Precept Report	20 th January 2017	PCP
40	Undertake public consultation with non-domestic ratepayers	27 th January 2017	PCC Office
41	Deadline for PCP to review and report back to PCC on Proposed Precept Report	27 th January 2017	PCP
42	MTFP updated to reflect impact of PCP report	30 th January 2017	PMA
43	CFO OPCC briefing on updated MTFP	31 st January 2017	ACO-R
44	Draft PCC response to PCP report for circulation	1 st February 2017	CFO OPCC
45	Deadline for PCC to issue Revised Precept Proposal Report to PCP	3 rd February 2017	PCC
46	Deadline for PCP to review Revised Precept Proposal Report and report back to PCC (Second Report)	10 th February 2017	PCP
47	Produce Draft Precept Notification	10 th February 2017	CFO OPCC

**POLICE AND CRIME COMMISSIONER FOR GWENT
2017/18 BUDGET SETTING TIMETABLE**

48	SPG briefing on PCC Budget Proposal	14 th February 2017	PMA
49	Draft PCC response to PCP Second Report for circulation	15 th February 2017	CFO OPCC
50	Deadline for PCC to issue response to PCP Second Report	17 th February 2017	PCC
51	PCC issues precept	17 th February 2017	PCC
52	Notification of precept to Local Authorities	17 th February 2017	PCC
53	Produce Final Precept Notification	17 th February 2017	CFO OPCC
54	Printing of precept leaflets / Publishing of on-line Statement (tbc)	24 th February 2017	Corporate Communications
55	Complete breakdown and phasing of budgets	10 th March 2017	Finance
56	Complete Budget Book	17 th March 2017	Finance
57	Upload Budget to Financial System	24 th March 2017	Finance
58	Issue Budget Book	31 st March 2017	Finance

SUBJECT: REVIEW OF QUALITY OF SERVICE – SCOPING REPORT

DATE: 16TH SEPTEMBER 2016

1. PURPOSE OF REPORT

- 1.1 To consider terms of reference and methodology for a review of quality of service provided by Gwent Police and Crime Commissioner.

2. LINKS TO STRATEGY

- 2.1 The Police Reform and Social Responsibility Act 2011 requires the establishment of a Police and Crime Panel (PCP) within each police force area to support and challenge the local Police and Crime Commissioner.

3. QUALITY OF SERVICE REVIEW

- 3.1 The Gwent PCP (the Panel) considered its work programme on the 17th June 2016 and agreed to carry out a review of quality of service. It was agreed that a scoping report would be developed in order to set out terms of reference and a methodology for the review.
- 3.3 In order to effectively measure and review the effectiveness and quality of service provided by the Gwent Police and Crime Commissioner it is necessary to understand the responsibilities of the Commissioner under the Police Reform and Social Responsibility Act 2011. The Commissioner is responsible for representing the people of Gwent and making sure the service provided by the police is efficient and effective. This is done by:

- Holding the Chief Constable to account for the delivery of local policing
- Setting and updating a police and crime plan
- Setting the force budget and precept
- Regularly engaging with the public and communities
- Appointing, and where necessary dismissing, the Chief Constable

The Commissioner has a number of specific duties and responsibilities:

- Setting the strategic direction and accountability for policing:
- Being accountable to the people of Gwent
- Setting strategic policing priorities
- Holding the force to account through the Chief Constable
- Engaging and involving the public

Working with partners to prevent and tackle crime and re-offending:

- Ensuring that the police respond effectively to public concerns and threats to public safety
- Promoting and enabling joined up working on criminal justice and community safety
- Increasing public confidence in how crime is cut and policing delivered

Invoking the voice of the public, the vulnerable and victims:

- Ensuring that public priorities are acted upon, victims are consulted and that the most vulnerable individuals are not overlooked
- complying with the General Equality Duty under the Equality Act

Contributing to resourcing of policing response to regional and national threats:

- Ensuring an effective policing contribution, with other partners, to national public protection arrangements from other cross-boundary threats in line with the Strategic Policing Requirement

Ensuring value for money:

- Responsible for setting the budget, including the police precept component of council tax, and the distribution of policing grants from central government

3.4 The Commissioner is required to produce a Police and Crime Plan and provide an Annual report on the progress of key priorities set out in the plan. The priorities within the Police and Crime Plan 2013-2017, are as follows:

- To deliver the best quality of service available.
- To prevent and reduce crime.
- To take more effective action to tackle anti-social behaviour.
- To protect people from serious harm.
- To make the best use of resources and provide value for money.

3.5 The Annual Report for 2015/16 described the progress against the 'delivery of the best quality of service available' as follows:

Listening and engaging with the community continues to be the method for which the Office of the Police and Crime Commissioner (OPCC) monitors whether the people of Gwent are satisfied that the service provided by the police meets their requirements. This is met via our annual engagement and consultation program run by the OPCC.

3.6 The Annual Report highlighted in further detail how public satisfaction is measured, as follows:

- Engagement with communities.
- Online community and use of social media.
- Community meetings – Your Voice.
- Consultations, such as the Police and Crime Priorities, Precept, Strategic Equality Plan.
- Connect Gwent and support for Victims.
- Holding the Force to account, by measuring public satisfaction and victim satisfaction.
- CARES – process to measure victim satisfaction involved in criminal justice system.

The Annual Report also set out how this is monitored by the Panel, audit by Wales Audit Office and internal auditors (TIAA). In addition how the OPCC participates in the Stop and Search, annual dip sampling group with representation from the community – as set out in the Police and Evidence Act 1984, code 5.4.

3.7 It is proposed therefore that the Panel set terms of reference for the review of quality of service as follows:

To examine the effectiveness of how quality of service is currently measured by the Gwent Police and Crime Commissioner. To consider if the Commissioner engages with and is accountable to, the people of Gwent.

The methodology for the review will consider the following:

- Current methods to measure quality of service.
- Compare against best practice or guidance – where available.
- Compare against national performance figures – external validation.
- Examine numbers, categories and analysis of complaints received.
- Consultation responses – number and quality of responses received.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications not included in this report.

6. CONSULTATION

6.1 There are no consultation responses that have not been reflected in the recommendations of this report.

7. RECOMMENDATION

7.1 That Members discuss and comment on the proposed terms of reference and methodology of review.

8. REASONS FOR THE RECOMMENDATIONS

8.1 To ensure Gwent Police and Crime Panel carry out effective scrutiny, provide challenge and give assurance.

9. STATUTORY POWERS

10.1 Police Reform and Social Responsibility Act 2011.

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SUBJECT: GWENT POLICE AND CRIME PANEL WEBCASTING MEETINGS

DATE: 16TH SEPTEMBER 2016

1. PURPOSE OF REPORT

1.1 To consider webcasting meetings of Gwent Police and Crime Panel.

2. LINKS TO STRATEGY

2.1 The Police Reform and Social Responsibility Act 2011 requires the establishment of a Police and Crime Panel (PCP) within each police force area to support and challenge the local Police and Crime Commissioner.

3. WEBCASTING OF MEETINGS

3.1 The Gwent PCP (the Panel) was established in November 2012 and meetings of the panel have largely been held at Newport Civic Centre since March 2014. However the Panel agreed to meet at alternate council offices across Gwent in order to increase public awareness and improve transparency. The Panel were provided with a report on 18th March 2016 outlining proposals to webcast its meetings but decided to seek additional technical information before making a final decision.

3.2 The Panel was informed that consideration would need to be given to the location and method to be used. Enquiries across the five Gwent local authorities have shown that four out of five use a company called Public-i to manage their webcasting service. Public-i is a leading webcasting supplier for the hardware, software and electronic storage of webcast recordings. There are also some practical considerations with the webcasting system only available in the Council chamber at Caerphilly and Newport and the only room large enough to accommodate meetings of the Panel at Monmouthshire is the Council chamber. The following table illustrates the different approaches:

Local Authority	Meeting Room	Webcasting Available	Method Used	Comments
Blaenau Gwent	Meeting Room	If pre- booked	Public-i	No equipment on site, sessions are booked with Public-i
Caerphilly	Council Chamber	Yes	Public-i	Webcasting equipment only available in Council Chamber. There would be initial costs to create a page for Gwent PCP with Public-i that could be linked to Gwent PCP Website.
Monmouthshire	Council Chamber	Yes	YouTube	The Council Chamber is the only room large enough to accommodate meetings of Panel
Newport	Council Chamber	Yes	Public-i	Webcasting is only available in Council Chamber. A session with Public-i would have to be booked

				and cost could be passed on to Panel.
Torfaen	Meeting Room	Yes	Public-i	Webcasting session would need to be booked with Public-i, any potential clash with a Council meeting would result in no access.

YouTube

- 3.3 Webcasting of meetings at Monmouthshire using YouTube would have no costs attached, therefore it was suggested at the Panel meeting on 17th June 2016 that a trial recording of one of its meetings be arranged. The intention was to allow Members to experience how such a meeting would work. Therefore arrangements were made to record, but not broadcast, the Confirmation hearing for the Deputy PCC arranged on the 23 August 2016, using YouTube at Monmouthshire County Council. This was duly carried out, however the limitations of using YouTube became apparent in that the webcast cannot be stopped and restarted.
- 3.4 Monmouthshire County Council currently places exempt items at the end of agendas, thereby ending the broadcast of the meeting if they go to a closed session. Should the Panel wish to proceed with webcasting and decide to use YouTube at Monmouthshire County Council, consideration would need to be given to how it would manage Confirmation hearings.

Public-i

- 3.5 Further enquiries with Public-i have identified that they have a portable solution called 'Connect Anywhere', this would require the purchase of a camcorder, stand and a laptop. The webcaster software can be downloaded onto a laptop operating Windows. This solution is designed for mobile capturing webcasting content outside of a room with a fixed camera, thereby allowing Panel meetings at all five Gwent local authorities to continue.
- 3.6 There would potentially be limitations with ensuring the quality of such broadcasts, as Panel support staff are not located where most of the meetings are held and there would be limited time to set up equipment and test before meetings start. This may mean that any problems identified before the meeting could not be resolved.

4. LEAD OFFICERS COMMENTS

- 4.1 The majority of local authorities use the Public-i system to webcast meetings, with the exception of Monmouthshire County Council which uses YouTube. If the Panel decides to proceed with webcasting of its meetings, there are two options:

Option 1

Webcast meetings using YouTube and hold all meetings at Monmouthshire County Council. This would mean that the Panel could proceed at no additional cost. However the Panel would no longer meet at locations within the four other Gwent council areas. A solution would also need to be found whilst meetings are paused, so that the YouTube broadcast is terminated and then started again.

Option 2

Webcast using the portable Public-I system, there would be a relatively small outlay, to purchase the camcorder, staff already have access to a laptop. It is suggested that staff record some meetings using a camcorder in order to test the quality of the sound and the clarity of proceedings.

5. FINANCIAL IMPLICATIONS

- 5.1 There would be limited financial implications in purchasing a camcorder should the panel decide to endorse option 2, this can be accommodated within existing resources.

6. CONSULTATION

- 6.1 There are no consultation responses that have not been reflected in the recommendations of this report.

7. RECOMMENDATION

- 7.1 The Gwent Police and Crime Panel are asked to consider the following:
- 7.2 Gwent Police and Crime Panel to determine if it will webcast all future meetings of the Panel.
- 7.3 If the Panel endorses the recommendation 7.2 they indicate option 1 or option 2 as outlined in 4.1 above.

8. REASONS FOR THE RECOMMENDATIONS

- 8.1 To comply further improve the operation of the Gwent Police and Crime Panel.

9. STATUTORY POWERS

- 9.1 Police Reform and Social Responsibility Act 2011.

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Consultees: Councillor John Guy, Chair Gwent Police and Crime Panel

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GWENT POLICE AND CRIME PANEL FORWARD WORK PROGRAMME 2016/17

CONFIRMED DATES

16th September 2016 – 10.00am (Torfaen CBC)

- PCC Verbal Report
- Police and Crime Plan
- Commissioning Strategy

9th December 2016 – 10.00am (Blaenau Gwent CBC)

- PCC Verbal Report

Future Meetings

27th January 2017 – 10am (TBC)

17th March 2017 – (TBC)

16th June 2017 – (TBC)

15th September 2017 (TBC)

22th December 2017 (TBC)

Date to be Confirmed

- Criminal Justice (Comprehensive Review)
- Outcome of Quality of Service Review

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