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**Gwent Police
and Crime Panel**

**Panel Heddlu
& Throseddu Gwent**

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Date: 7th December 2018

Dear Sir/Madam,

A meeting of the **Gwent Police and Crime Panel** will be held at the **Council Chamber - Penallta House, Tredomen, Ystrad Mynach on Friday, 14th December, 2018 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	Declarations of Interest.
2	Apologies for Absence.
To approve and sign the following minutes: -	
3	Gwent Police and Crime Panel Meeting held on Friday 28th September 2018 1 - 10
4	Modern Day Slavery and Human Trafficking Presentation by Detective Sergeant 947 Mandi Venn.
5	Presentation on Operational Context & Requirements for the Finance Strategy 2019/20 - 2023/24 11 - 30
6	Police and Crime Commissioner's Update - September to October 2018. 31 - 42
7	Gwent Police and Crime Panel Recorded Complaints and Conduct Matters Register and Complaints Procedure. 43 - 60
8	Police and Crime Commissioner for Gwent Scrutiny and Performance Framework - Quarter 2 Report. 61 - 98
9	Review of Terms of Reference and Rules of Procedure and Panel Arrangements. 99 - 126
10	Forward Work Programme. 127 - 128

MEMBERSHIP:

Councillor Stewart Healy, Blaenau Gwent County Borough Council
Councillor Mrs Lisa Winnett, Blaenau Gwent County Borough Council
Councillor Mrs Christine Forehead, Caerphilly County Borough Council
Councillor Gez Kirby, Caerphilly County Borough Council
Councillor Colin Peter Mann, Caerphilly County Borough Council
Councillor Mike Jeremiah, Torfaen County Borough Council
Councillor Emma Rapier, Torfaen County Borough Council
Councillor Peter Clarke, Monmouthshire County Borough Council
Councillor Tony Easson, Monmouthshire County Council
Councillor John Guy, Newport City Council
Councillor William Routley, Newport City Council
Councillor Jason Jordan, Newport City Council

Co-opted Members- Mrs G. Howells and Mr P. Nuttall

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. Cuthbert, Office of the Gwent Police and Crime Commissioner
Ms E. Thomas, Office of the Gwent Police and Crime Commissioner

And Appropriate Officers.

Gwent Police
and Crime Panel

Panel Heddlu
Gwent a Throseddu

GWENT POLICE AND CRIME PANEL

MINUTES OF THE MEETING HELD AT COUNTY HALL, RHADYR, USK ON FRIDAY 28TH SEPTEMBER 2018 AT 10.00AM

Present:

Councillor J. Guy (Newport City Council) - Chair
Mrs G. Howells (Co-opted) - Vice Chair

Councillors S. Healy and Mrs L. Winnett - Blaenau Gwent County Borough Council
Councillors G. Kirby and C. Mann - Caerphilly County Borough Council
Councillor P. Clarke and T. Easson - Monmouthshire County Borough Council
Councillor W. Routley - Newport County Borough Council
Councillors E. Rapier and M. Jeremiah - Torfaen County Borough Council
Mr P. Nuttall - Co-opted Member

By invitation:

Mr J. Cuthbert - Police and Crime Commissioner for Gwent
Ms E. Thomas - Deputy Police and Crime Commissioner for Gwent
Mrs S. Curley - Chief Executive, 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
Mr J. Williams - Chief Constable, Gwent Police

Together with:

Mrs C. Forbes-Thompson (Interim Head of Democratic Services - CCBC) and Miss R. Barrett (Committee Services Officer - CCBC)

Office of the Police and Crime Commissioner for Gwent:

Mr R. Guest - Head of Communications and Engagement
Ms J. Regan - Head of Assurance and Compliance
Ms J. Robinson - Head of Strategy

1. INTRODUCTIONS

The Chair opened the meeting and introductions were made. The Commissioner introduced three newly appointed members of staff from his management team in attendance (Joanne Regan, Rhodri Guest and Johanna Robinson) and the Panel were pleased to welcome them to the meeting.

2. DECLARATIONS OF INTEREST

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

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.

Councillor T. Easson wished it noted that he is a Member of Monmouthshire's Citizens Advice Bureau, representing Caldicot Town Council.

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.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs C. Forehead (Caerphilly County Borough Council) and J. Jordan (Newport City Council).

4. GWENT POLICE AND CRIME PANEL MEETING HELD ON 15TH JUNE 2018

RESOLVED that the minutes of the Gwent Police and Crime Panel meeting held on 15th June 2018 (minute no. 1 - 10) be approved as a correct record.

The Panel were reminded of the invitation to observe the work of the Joint Audit Committee, should they wish to attend. Forthcoming meeting dates have been arranged as follows: 13th December 2018, 4th March 2019, 30th May 2019 and 29th July 2019.

It was also noted that the Modern Slavery and Human Trafficking conference provisionally arranged for October 2018 is being reorganised to take place in the new year owing to a number of clashes with similar events.

5. POLICE AND CRIME COMMISSIONER'S UPDATE - SEPTEMBER 2018

Mr Jeff Cuthbert (Police and Crime Commissioner for Gwent) provided the Panel with an update on his priorities for September as set out in the report and highlighted areas of note:

Priority 1 - Crime Prevention

The Deputy Police and Crime Commissioner advised that significant progress has been made in terms of addressing Adverse Childhood Experiences (ACE). Work in Wales is being led by a national team, together with a Gwent Regional team. A Scrutiny Board has been set up to support the work in Gwent and will examine how relevant agencies can work together to achieve greater impact.

The Commissioner outlined funding received from WG to support Gwent Police in its activities during Hate Crime Awareness Week 2018 (13th - 20th October 2018). The Panel also noted the details of the Hate Crime Awareness Programme delivered by the Welsh Refugee Council, which has been funded by the PCC's Partnership Fund, and the delivery of hate crime awareness sessions and workshops to refugees and asylum seekers across Newport and the surrounding areas.

Priority 2 - Supporting Victims

The Commissioner highlighted details of the Keep Safe Scheme and of the work being carried out with 'People First' groups, particularly those who have communication difficulties when contacting the police in a potentially stressful situation. The Panel were advised that the review of Sexual Abuse, Violence and Exploitation Services has been completed and the draft report is currently out for consultation with the contributors. Reference was also made to the work of the new Restorative Justice (RJ) Co-ordinator for Gwent who is working with key partners to determine how victims and offenders can be supported through the Restorative Justice Process.

Priority 3 - Community Cohesion

The Commissioner outlined the work in this areas and it was noted that the OPCC and Race Council Cymru are hosting Black History Month Wales in Newport in October, which is one of the reasons for the postponement of the Hate Crime and Human Trafficking event until later in the new year. The Commissioner's Police Community Fund continues to support young people and projects from some of the most disadvantaged areas in Gwent. The Panel also noted details of the fresh rounds of funding bids presented to the Board for consideration and were advised that ITV Wales are due to broadcast a documentary on the work of the Proceeds of Crime Fund.

Priority 4 - Tackling Anti-Social Behaviour

The Panel noted the details of the priority as set out in the report.

Priority 5 – Efficient and Effective Service Delivery

The Commissioner referred to Welsh Language Standards which would be discussed later in the meeting.

Key Achievements

The Commissioner drew the Panel's attention to the Comprehensive Spending Review (CSR) which will be formally underway next year. The Commissioner is one of four representatives of the Association of Police and Crime Commissioners (and the only representative from Wales) on the Senior Steering Group. This body has been established by the Home Office to drive the section of the CSR concerned with law enforcement and is of significance as this will determine the level of resources that police have from next year onwards.

Discussions are continuing around the Apprenticeship Levy and this matter has to be resolved as possible. The Home Office have made a special grant award to the four Police areas in Wales of £600k, which coupled with the sum of £550k already provided by the Welsh Government, enables the OPCC to begin the process of engagement with Higher Education regarding the specifications.

In regards to the All Wales Policing Group (of which the PCC is Chair) it has been agreed with the Welsh Government to establish a Policing Board for Wales, which will be police-led and chaired by the Cabinet Secretary for Local Government and Public Services. The Board will help to ensure that policing, as a non-devolved public service, is fully understood by the Welsh Government in terms of its role as a key partner in the delivery of the "one public service" ethos of WG.

Gwent Police were very pleased to host a visit by the Chief Inspector of the HMIC over the summer, who took the opportunity to discuss and better understand the nature of policing work with the otherwise devolved public service regime in Wales.

The Deputy Commissioner outlined the status of external funding opportunities being explored via the Home Office Early Intervention Youth Fund (EIYF). Two funding proposals are being forward in collaborative bids with the three other PCCs across Wales and are intended to support children affected by domestic abuse or at risk from being engaged in serious violence.

The Commissioner provided an update on the first meeting of the All Party Group (APG) on policing, which was particularly well attended by AMs, support staff, representatives from all four police areas and PCC Officers.

Key Priorities

The Commissioner referred to his key priorities going forward as set out in the report. The Panel were asked to note that the Commissioner will be undertaking a review of his Police and Crime Plan, which is intended to be in place by April 2019. The Commissioner outlined the reasons for the review, explaining that he feels the impact of serious and organised crime

and human trafficking in local communities are not adequately reflected in the current Plan and there is a need to make sure the Plan covers local priorities. The Commissioner will also take the opportunity to make sure outcomes described in the Plan are properly accessible.

In closing, the Commissioner referred to a significant number of passing-out parades that he had recently attended and explained that Gwent Police are now in a stronger position recruitment-wise, with 150 more officers in post compared to 2015. This increase will be reflected through Neighbourhood Policing Teams in view of public feedback about the need for an increased visible police presence on the streets.

Following his presentation the Commissioner, Deputy Commissioner and Chief Constable responded to a number of questions from the Panel. Discussion took place in regards to collaborative working and it was confirmed that although the partnership arrangements between Gwent Police and other agencies are generally positive, police officers continue to deal with many issues that are technically outside their remit.

Reference was made to the disposal of Abergavenny Police Station and concerns that this will leave the surrounding areas without a central police presence or appropriate resources. The Commissioner gave assurances that Gwent Police are not withdrawing from any communities, although services may be delivered in a different way, and that there will continue to be a police presence within Abergavenny town centre. It was explained that a transition plan in relation to the Estate Strategy delivery model is underway for next year and consideration is being given to shared premises with the fire service near to the town centre. Future plans for police delivery will be shared with the public in due course.

Clarification was sought on the average number of years experience that Gwent Police officers have at present, compared to those serving in 2015. The Chief Constable reminded the Panel that the figures need to be taken in context when comparing to other authorities, and explained that an extra 385 Officers have been employed since 2016. Although 30% of the force have less than 3 years service, the staff being employed are enthusiastic, and have a greater understanding of new technology and cybercrime, often bring a wealth of experience and professional experience from other public service areas, and represent a greater age demographic compared to previous years. There has been an increase in the number of Sergeants and supervisory ranks held across the force, and 20 officers have transferred in from other police forces across the UK.

In response to a Member's query, the Deputy Commissioner outlined developments in respect of the Women's Pathfinder Diversion Scheme and discussion took place regarding the benefits of Diversion Schemes as an alternative approach to custodial sentences. Discussion also took place regarding the Apprenticeship Levy and the amounts received by the OPCC. It was noted that this is one of the reasons for the review of the Police and Crime Plan.

The Panel thanked the Commissioner for his presentation and noted the contents of the update.

6. PERFORMANCE MANAGEMENT - PRESENTATION

By way of a slideshow presentation, the Commissioner gave a progress update in respect of performance across the Office of the Police and Crime Commissioner for Quarter 1 of 2018/19 and the Chief Constable presented details of the outturn report for Gwent Police for 2017/18. It was agreed that questions on the two items be taken in tandem.

The Panel noted the many significant roles that interact with the OPCC, together with details of one-to-one engagement events and the governance structure in place. The Commissioner holds weekly one-to-one meetings with the Chief Constable and the OPCC has also formed a

number of sub-groups to focus on specific areas of strategy, including the Joint Audit Committee, Estates Strategy Board and Estates Implementation Group. The Strategic Planning Group meets with various policing boards and examines the way forward on a varied range of topics, including the use of 101. The Commissioner also referred to the work of the Force Quarterly Performance Board, who review performance from a snapshot in time, examine the quarterly performance report at each of their meetings and are initiating a review to ensure strategic success command.

The Commissioner explained that one priority is the continued monitoring of performance across the 101 service, which of particular relevance given recent media coverage into the number of abandoned 101 calls across Wales. He explained that he wants to make sure that the service is the very best it can be and confirmed that the average response time for calls made to the Gwent 101 service in September 2018 was 2 minutes 44 seconds. The Chief Constable has been tasked with examining alternative ways in which the public can contact 101, and a Gwent Police social media desk will be going live in December. The OPCC have noted the public's preference for contact via email or social media and will be preparing a business case to see how this can be best established across the 101 service.

The Panel were advised that across a number of other policing authorities, 101 calls are answered immediately and then put on hold, but for Gwent Police, the call is dealt with as soon as it is picked up by call handlers. The Deputy Chief Constable is in the process of writing to key stakeholders such as Local Authorities to explain the current status. All call handling staff are trained to assess the risk and vulnerability of each caller, and he reminded Panel Members to obtain a log number so that the matter logged can be chased up in the event of any query. The Commissioner is looking into the reasons for abandoned calls and is looking how to how this level can be reduced. The Commissioner is also looking at the Birmingham Police model for the 101 service as an example of good practice.

With regards to performance across crime prevention, the Commissioner referred to the national increase across crime and explained that he is examining areas of fluctuation. The Commissioner has identified that work needs to be done in respect of domestic abuse, which is conflicting with a number of other priorities. The Deputy PCC is also closely watching the management of offenders, and the Commissioner explained that this situation is similar across every force and not restricted to Gwent Police. Challenges remain around reassessment of offenders and the Commissioner needs to examine how this is impacting on crime figures. The Commissioner has identified a need to improve performance around victim satisfaction and support and is very concerned that public confidence in policing remains low.

The Commissioner outlined a need to address how repeat offenders in respect of anti-social behaviour are dealt with. Gwent Police currently utilise a strike system in regards to offences and strive not to criminalise wherever possible in order to encourage positive behaviours and reform. There has been a significant decrease in antisocial behaviour, although this may be due to incorrectly recorded incidents, and the Deputy Chief Constable is leading on the training of all CSOs in dealing with ASB.

With regards to effective service delivery, the Commissioner is confident that matters are being given the fullest attention. The OPCC have recently appointed a new Head of Strategy who meets regularly with the Chief Finance Officer to assess spend and neutralise any slippage. The Panel were asked to note MTFP projections, the impact of national programmes of work and ICT capitalisations, and details of the delivery plan outturn report and comprehensive spending review. The Commissioner referred to the level of complaints against Gwent Police but explained it is not in his remit to comment on these.

Mr Julian Williams (Chief Constable for Gwent) then led an update in respect of operational performance across Gwent Police. He explained that there have been many positives across police recruitment, with an increased number of staff being recruited from outside the Gwent

area, including two fast-track police officer posts. However, demand continues to increase and performance remains level across domestic abuse despite the amount of work being undertaken by Gwent Police to improve this figure. He explained that Gwent Police take on average 210 999 calls per day and deal with approximately 522 incidents per days. These can range from minutes to hours to deal with and the increase in violent crime and domestic abuse continues to place a huge demand on resources.

With regards to crime prevention, Gwent Police have noticed a significant increase in the level of crime compared to 2017/18) and are experiencing cases of more serious and professional criminal activity, which is placing a huge demand on resources. Public confidence has been determined as being on the increase and the Chief Constable referred to the high level of public support across local communities and the drive to report positive success stories on social media. The Chief Constable remains very proud of the Positive Futures initiative, as well as the Police Cadet and Special Constable schemes.

Gwent Police continue to work on proactive prevention and partnership working. With regards to POLIT, the level of sex offenders has risen dramatically, and there is a strain on reassessment, arms risk assessment, and this is taking longer and rising. The tackling of serious and organised crime remains a priority for Gwent Police, and Operation Tarian continues to address the issues of crime across county lines and the proximity to major cities in England. Other priority operations include Operation Oval, Operation Finch and Operation Jigsaw. Merseyside Police recently visited to examine the work of Gwent Police as an example of good practice. Gwent Police are continuing to look into small gang-related activities. The force continues to embrace the use of modern technology, with all officers to be issued with bodycams by November 2018 and laptop devices to be issued to all staff in the near future.

The force continues to support victim of crime, with it noted that cases of cyber bullying and harassment have increased. Figures over the past 3 months note an increase in child protection referrals, which evidences the preventative work being undertaken in this regard. The force is also placing an emphasis on mental health support and helping those in critical need, and recently took the decision to employ 5 mental health practitioners in the control room. This has been a massive success and has greatly reduced resource demand on other control room staff.

The Chief Constable is also focusing on 101 response times and referenced its history and increasing popularity. He explained that the amount of dropped calls may in part be due to people hanging up and seeking help via alternative avenues but that Gwent Police are looking into the concerns raised from the recent media coverage. He confirmed that he is in the process of writing to staff, MPs and other figures to outline how the force plans to improve performance across this service.

Victim satisfaction is showing an increasingly positive picture which should increase in future years. Across community cohesion, 10 forces are undertaking a thematic inspection and Gwent Police have been identified as a top performer in dealing with hate crime. BAME representation is 4% across the force, which rises to 10% across the Newport and 20 members of staff have identified as white non-British. An increase in BAME representation has been noted across passing-out parades and Gwent Police are striving to improve upon this figure. The force continues to tackle anti-social behaviour and work with local youth offending teams, and is continuing to use digital service provision as part of effective service delivery. A huge amount of work has gone into the efficiency issue which has allowed the force to identify weaknesses. The wellbeing of staff is a priority and will be a long term investment.

The Panel discussed the presentations at length and highlighted a number of queries and concerns. In response to an observation on a lack of communication with the public and a

need to enhance public perception of police work, the Commissioner confirmed that he would take these comments back to his central communications team. The Commissioner explained that Gwent Police are highlighting work being carried out across the public sector and not just operational police work.

Concerns were raised regarding the number of dropped calls to the 101 service and the implications for the levels of crime being unrecorded, and the Panel sought further information on the reasons for these dropped calls. Mrs Sian Curley, Chief Executive to the OPCC, explained that the improvements being made should be reflected in the 2018 figures and that information would be shared when the latest developments arise. The Deputy Commissioner explained that this leads back to the point about communications and making the difference between 999, 101 and other numbers to the public. The Panel were invited to visit the control room to view the huge amount of work being done in this regard.

Reference was made to domestic crime prevention orders and discussion took place as to the use and success of these orders across the east and west Gwent areas. Reference was made to continuing problems around anti-social behaviour in Newport City Centre (particularly around the bus station) and a Panel Member expressed the need to take a firm stance with offenders to deter repeat activity and improve public confidence and reassurance. The Chief Constable acknowledged the problem but asked the Panel to note that the City Centre attracts less calls than anywhere else in Gwent. 8 extra police officers have been deployed to patrol the area and assurances were given that arrests will be made if the police officer has the evidence to do so. The Panel were also reminded that Gwent Police takes an appropriate policing stance involving links to ACE and a preventative way of working, and take opportunities to work with schools and Positive Future to engage with young people and promote positive citizenship as a means to deterring anti-social behaviour.

Reference was made to the number of dropped 101 calls to Gwent Police in 2017 and the Panel sought confirmation on the accuracy of the reported figure (47,000 calls). The Commissioner confirmed that these numbers were taken from the press release but that he would make enquiries on behalf of the panel. Clarification was also sought on whether the figures being compared during the performance presentation were for a full year or part year (10 months) and the Commissioner confirmed that he would seek clarification in this regard.

Detailed discussion took place regarding the performance measures and how these will be delivered. The Panel sought a more detailed understanding of on the Commissioner's position in regards to organised crime and hate crime and how the Commissioner plans to tackle these issues. It was explained that the Commissioner will examine performance year on year, gather a range of evidence and monitor satisfaction. He urged people to take a more proactive approach to reporting crimes and outlined the difficulties in year on year comparisons. The Deputy Commissioner suggested it would be beneficial to have further detail from the Panel on the specifics of reporting required, so that the OPCC can look at the tracking of data and provide greater clarity on categories of recording.

The Panel commented on the difficulty in understanding and identifying the Commissioner's objectives and asked how the Commissioner planned to reach these targets. The Chief Executive gave assurances that the OPCC have detail on hate crime and perpetrated serious/organised crime and should have far more detail and better ways of quantifying measures and targets.

Concerns were expressed by the Panel as to how the delivery of these measures can be demonstrated, and they referenced the point that of the 36 performance measures in place, 22 are quantitative in nature and 14 are narrative, with 9 measures having a method and 6 measures showing baseline data. The Commissioner confirmed that he would be taking the opportunity to examine the performance measures used, during the review of his Police and Crime Plan.

The Panel expressed their disappointment that previously requested performance data and delivery measures had not yet been made available to them. The Commissioner gave assurances that these comments have been taken on board, and his team emphasised that the work is ongoing but they have to ensure it can be fully evidenced and supported. The review of the Police and Crime Plan will be a partial solution to this issue. The Commissioner indicated he would strive to circulate the work being carried out in this regard to the Panel ahead of the next meeting.

Discussion also took place regarding the number of missing persons across Gwent. The Chief Constable explained that the current situation is comparative with the previous year but that an increase in younger missing persons has been noted.

Having fully considered and discussed its contents, the Panel noted the Performance Update from the Commissioner and Chief Constable.

7. STRATEGIC EQUALITY PLAN OUTTURN REPORT 2017/18

Consideration was given to the report, which outlined the Equality Annual Report for 2017/18 and the proposed amendments to the Office of the Police and Crime Commissioner (OPCC) Equality Objectives within the Joint Strategic Equality Plan 2016-2020.

During the course of discussion on the item, reference was made to the number of women diverted from custody through the Women's Pathfinder Scheme, and clarification was sought on the time-frame and how resulting reduction in re-arrest rates has been measured. It was confirmed that this is since the establishment of the scheme in 2015/16 but that future reports would address the need for clarity on how such results are measured. The Panel were pleased to note the significant decrease in detainees under the Mental Health Act and discussion took place regarding the work being carried out by Gwent Police in this regard. The Panel held concerns regarding an increase in hate crime incidents and the Deputy Commissioner highlighted that whilst this is not positive news, this demonstrates greater confidence in the reporting of such incidents by the public and means these crimes can be investigated and dealt with.

The Chief Constable referred to the recent independent thematic inspection undertaken by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Service (HMICFRS) and encouraged the Panel to read the subsequent report, which allows performance to be compared across police forces. It was noted that Gwent Police are performing exceptionally well against some other forces and it was confirmed that a copy of the report would be circulated to Panel Members.

Having fully discussed the report, the Panel noted its contents.

The Commissioner and Chief Constable gave their apologies to the Panel and left at this point owing to another engagement.

8. WELSH LANGUAGE STANDARDS: ANNUAL MONITORING REPORT 2017-2018

Consideration was given to the report, which highlighted how the PCC has complied with certain Welsh Language Standards during the preceding year and outlined the OPCC's Joint Welsh Language Strategy.

The Deputy Commissioner outlined the recruitment challenges in respect of Welsh Language Speakers. Gwent Police and the OPCC have made great efforts in this regard, including a series of road shows and assessment of every post in relation to the level of Welsh language

skills required, and have successfully recruited two Welsh-speaking control room staff. All staff members across Gwent Police and the OPCC are required to undertake an introduction to Welsh during their initial training and are encouraged to undertake the many opportunities available to them to develop and further progress their Welsh language skills.

The Panel noted the contents of the report.

9. TREASURY MANAGEMENT YEAR END REPORT 2017/18

Mr Darren Garwood-Pask (Chief Finance Officer) referred Members to the Annual Treasury Management Activity Report and actual Prudential Indicators for 2017/18 as set out in the agenda papers. The contents were noted by the Panel for information.

10. BUDGET SETTING TIMETABLE 2019-2020

The Panel noted the details of the budget setting timetable for 2019-2020. Mr Garwood-Pask referred to the work of the Panel's finance sub-group and welcomed expressions of interest in this regard. Details of the sub-group meeting will be circulated to all Panel Members once the date has been confirmed.

11. FORWARD WORK PROGRAMME

Mrs Catherine Forbes-Thompson (Lead Officer to the Panel) presented an overview of the forward work programme which listed the items planned up until December 2019. It was noted that the December 2018 meeting would include a presentation on the Modern Slavery Human Trafficking Team and detail of complaints to the Gwent PCP.

The Panel were also advised that it would be a timely opportunity to revisit their arrangements and terms of reference, and therefore two items had been included on the agenda in this regard for December 2018

The Panel noted the details of the Forward Work Programme for 2018/19 and were in agreement with its contents.

The Chair thanked those present for their attendance and the meeting closed at 12.40 p.m.

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<u>OFFICE OF POLICE & CRIME COMMISSIONER</u>	
LEAD CHIEF OFFICER:	Assistant Chief Officer, Resources
TITLE:	Budget Requirements 2019/20 – 2023/24
DATE:	14th December 2018
TIMING:	Annual
PURPOSE:	For Consideration
1.	<u>RECOMMENDATION</u>
1.1	<p>To consider and note the budgetary requirements for the period of the Medium Term (5 Year Plan) Financial Plan and specifically note:</p> <ul style="list-style-type: none"> • Quantified financial gap arising from significant service and cost pressures - £10.304m. • Significant capital requirement of £81m and non-capital investment of £14.0m. • Borrowing Requirement of £37.4m requiring financing costs of £1.148m. • Programme of change to deliver service improvement and value for money to achieve Policing Vision 2025. • The financial gap 2019/20 is £3.491m and it is proposed to fund this as follows: <ul style="list-style-type: none"> ○ Identified Savings - £0.791m ○ Reserves and/or further efficiencies (to fund Police Pension) - £1.651m ○ Precept at 6.99% - £1.049m
1.2	To note that the delivery of efficiencies presents a financial risk to achieving a balanced budget in 2019/20, when also taken in light of the number of cost pressures that remain unquantified at this time.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	<p>Since 2009/10 Gwent Police has been on a journey that has continuously focussed on improving the quality of the service provided to the public, whilst at the same time making significant financial savings in light of the austerity challenges that have and continue to face policing.</p> <p>From 2009/10 the Force has made over £50m of savings.</p> <p>Within the last 18 months, the journey has been one of re-shaping services where there has been an increase in demand and more importantly increased risk to the public.</p> <p>In 2017/18 the resources were focussed on Risk, Harm and Threat to ensure the public of Gwent are safe and included investment in:</p>

	<ul style="list-style-type: none"> • Public Protection and Vulnerability • Cyber Crime • Mental Health Services <p>In 2018/19 the resources have been focussed on development and innovation including:</p> <ul style="list-style-type: none"> • Invest in People – Recruitment, Learning & Development, Wellbeing and Occupational Health • Custody Provision • Digital Policing • First Point of Contact <p>These are briefly explained below:</p> <p><u>Public Protection & Cyber Crime</u> - There has been a significant increase in the reporting of complex crime, serious organised crime and crimes against vulnerable people i.e. child abuse and domestic abuse. The force is in the process of investing and re-shaping its resources in order to meet this increase in demand and risk.</p> <p><u>Learning and Development</u> - There are some significant changes in the way that initial training and development takes place, along with core responsibilities linked to continuous professional development and accreditation. In order to ensure that our staff are trained and accredited we have invested in this area in order to ensure that we are fit for the future and always learning.</p> <p><u>Digital Services Division</u> - In order to be efficient and effective, the force has invested heavily in Digital Policing – the roll out of Laptops, mobile phone technology and Body Worn Cameras are examples of this, along with our investment in collaboration with South Wales Police. This will equip us to manage the future demands of policing whilst at the same time, allow officers to improve visibility in their communities.</p> <p><u>First Point of Contact</u> – The introduction of the investigative model and social media desk provides a risk based approach to our response to crime reports and investigations. This approach will result in a significant reduction in demand upon response policing.</p>
3.	<u>Programme 2019/20</u>
3.1	<p>The 2019/20 work plan will implement the following Programmes of Change:</p> <p>Review operating Model</p> <p>This work will be supported by the commissioned support for which reference will be made to the National Review “Front Line Review” and the Home Affairs Committee “Policing for the Future”.</p>

Implementing the Investigative Model

This will complete the rollout of the investigative model.

Neighbourhood Strategy

The Neighbourhood Policing Delivery Plan provides clarity on the roles and responsibilities of neighbourhood teams including Police Community Support Officers and Station Enquiry Officers that support policing in our communities.

Collaborative Progression

The foundation to collaborative support functions is nearing completion with the implementation of the recruitment, HR, finance, payroll, duty resource management and learning & development collaborative systems. These will enable integrated delivery of support functions and release efficiencies.

In addition, the collaborative policing functions will also take a step forward when we exploit the benefits of new Niche Modules - Release May 2019:

- Two Way Interface (TWIF)
- Property (Forensics)
- MISPER (2)
- Public Protection Notice

These Niche system developments will enable service Collaboration opportunities across:

- Custody Alignment
 - Digital Interviewing
 - Clinical Model
- Occurrence Management
- Joint Information Management Review

Furthermore, the national ICT initiatives will be released for which the force will embrace these opportunities which include:

- Track my Crime
- On Line Crime recording
- National Enabling Programmes (NEP)
- Automatic Number Plate Recognition (ANPR)
- Single On Line Home (SoH)
- Biometrics Programme (HOB)
- Digital Evidence Management (DEMs)
- Digital Investigation (DII)

4	<u>Budget Setting & Medium Term Financial Plan</u>
4.1	<p>The force has undertaken budget setting and the overview, approach, assumptions and implications are explained.</p> <p>MTFP Position</p> <p>Savings required over the next 4 years has risen from £10m to £12m. The movement of £2m includes an addition £5m for Police Pensions and £6m on other emerging cost pressures. These are offset by budgetary savings, planned service changes and also changes to funding assumptions.</p> <p>This position maintains the assumption of a £6m loss of grant on the new funding formula over the period of the Medium Term Financial Plan.</p> <p>The 2019/20 position is that savings required of £3.5m is offset by savings identified of only £791k – there is a gap of £2.7m. It should be noted that this position includes costs of £1.8m arising from the Police Pension contribution increases and also a £2m due to the over establishment of Police Officers.</p> <p style="text-align: center;">Police Establishment</p> <p>Numbers</p> <ul style="list-style-type: none"> • Budgeted Base 1281.8 wte plus 8 wte from development fund • Over establishment of 47 Officers at 31.3.2019 • New Recruits Recalculated for 2019/20 at 30 (original plan was 60) • Pension Leavers profile – this will continue to be refined with intelligence from HR • Assumption of 6 medical retirements per annum. • New recruit dropout rate calculated on 12.5% of Non-Degree entry probationers <p>Cost</p> <ul style="list-style-type: none"> • Officer in budgeted posts as at 17th October 2018 budgeted at actual plus any increments due • PC Vacancies budgeted at 2nd point on Scale • DC & Other Vacancies budgeted at mid-point • Employers Pension Rate 28% in base calculation • Over-establishment assumed non-recurring. Calculated at £1,952k (50.6wte) in 2019-20 and phased reversal of pressure according to police profile over following years and takes into account a reduction due to retirements.

Police Staff Establishment

Numbers

- 2019-20 Budgeted base 677 wte

Cost

- Employers pension contribution 16.8%

CSO Establishment

Numbers

- 2019-20 Budgeted Base 128 wte (101wte WG posts)
- Reduction in line with flat cash funding from WG

Cost

- Employers Pension Contribution 16.8%

Non Staff

- Majority of non-staff rebased using inflation assumptions on MTFP.
- Investment Fund exhausted – recurring budget utilised.
- Pressures are costed including Police Pensions at £1.8m in 2019/20 rising to £4.9m in 2020/21

Income

- Underlying assumptions around Police Grant, RSG, NNDR revised to reflect flat-cash moving forward.
- The Precept for the four years of the MTFP assumed at 4.99%.

Pressure & Savings

- Tracker savings have been removed unless schemes where supported by business case.

Capital & Reserves

- The reserve used for funding the Capital programme exhausts during 2020-21 and lending is necessary to fund the programme.
- There is a recurrent transfer of £2,575,000 from revenue to capital.

Precept

- MTFP currently based on precept at 4.99%

	<ul style="list-style-type: none"> Nick Hurd MP – Police Funding Letter 30 January 2018: <div data-bbox="448 197 512 257" data-label="Image"> </div> <p>180130 Letter from Nick Hurd.pdf</p> <p>Confirms that if substantial progress on productivity & efficiency then forces will be supported in precept levels of 4.99% in 2019/20 (£12 Band D).</p> <p>There are three areas on which Home Office will assess progress and these are:</p> <ul style="list-style-type: none"> a) Procurement & Shared Services b) Mobile Working & Digital c) Transparency about effective use of reserves. <p>Target Procurement: Reducing costs by £100m Shared Services: Reducing Costs by £20m Digital Policing Plan (NPTC Programme) Reserves Published w/c 4 November 2018.</p> <p style="text-align: center;">Development Fund 2018/19</p> <ul style="list-style-type: none"> The fund has been monitored throughout 2018/19 and both in year and recurring costs reviewed. The recurring element of the development fund is fully utilised. The schemes continue to be reviewed to ensure they deliver planned outcomes.
4.2	<p>The detailed financial schedules are provided as follows:</p> <p>MTFP – Summary (Appendix 1)</p> <p>Assumptions (Appendix 2)</p> <p>Establishment (Appendix 3)</p> <p>Cost Pressures (Appendix 4)</p> <p>Budgetary Savings (Appendix 5a)</p> <p>Efficiency Schemes (Appendix 5b)</p> <p>Reserves (Appendix 6)</p> <p>Capital Programme (Appendix 7a)</p> <p>Non Capital Developments Programme (Appendix 7b)</p>
5.	<u>Value for Money</u>
5.1	<p>The force will focus the change programme on improving services and releasing cashable efficiencies. The programmes invested in the past two years will support this objective and the following areas will be included in the change programme 2019/20.</p>

	<ol style="list-style-type: none"> 1. Release Efficiencies from Investments <ol style="list-style-type: none"> a. Digital Enabled Efficiencies including 3F 2. Efficiencies through the Estate 3. Collaboration 4. HMIC Value for Money Profile indicators <p>When considering the recent Value for Money Indicators, alongside some of our ongoing and future work, there are some key next steps that we aim to explore over the next 12-18 months along with the financial sum of potential savings (as defined by the “Most Similar Forces (MSF)):</p> <p>VFM Profiles (Distance above MSF average)</p> <ol style="list-style-type: none"> 1. Local Policing <ol style="list-style-type: none"> a. Neighbourhood Policing & Community Liaison (£4.7m) 2. Dealing with the Public (£2.1m) 3. Roads Policing (£1.3m) 4. Operational Support (£1.1m) 5. Support Functions (£9.3m) <ol style="list-style-type: none"> a. ICT (£4.4m) b. Estate (£1.4m) c. Corporate Development (£0.8m) d. Training (£0.6m) e. Fleet (£0.7m) f. HR (£0.8m) g. Professional Standards (£0.5m) h. Finance (£0.5m) i. Associations & Trade Unions (£0.2m) 6. Overtime <ol style="list-style-type: none"> a. Exploit Benefits of GRS Duty Resource Management 7. Review Non Pay Expenditure 8. Data Flow/Accuracy & Storage
5.2	<p>A detailed programme will be developed to review these service areas, determine the cause of the distance from MSF costs and propose actions to narrow the financial gap.</p>

6	Opportunities & Choices
6.1	<p>The delivery of an ambitious change programme will be challenging but will not be new to the force and resources will be directed to delivering this requirement to ensure the force is able to serve the public and reduce risk, harm and threat in our communities.</p> <p>However, the force will also have to consider whether it is sustainable to maintain the following which is considered in the current plan.</p> <ol style="list-style-type: none"> 1. Maintain Neighbourhood Policing 2. Human Trafficking 3. Maintain Partnership Support as follows: <ul style="list-style-type: none"> Mental Health Workers in FCR £300k MASH £500k Diversion Services £250k Community Partnership Fund £50k Schools Liaison £360k External Training Budget £500k <p>This list is not exhaustive but needs to be considered in the context of delivering a balanced financial plan for 2019/20.</p>
7.	<u>Risk</u>
7.1	<p>The risks to the financial plan include:</p> <ul style="list-style-type: none"> • Ongoing Service Reviews Recommendations: <ul style="list-style-type: none"> ○ Public Protection Review ○ People Services Review ○ Corporate Communications Review ○ Finance Review ○ First Point of Contact Review • Comprehensive Spending Review (CSR) in respect to funding the cost of the additional police pension contribution • Funding Formula Introduction • Welsh Government continued funding for partnerships and specifically PCSOs, Schools Liaison • Cost of National ICT Programmes • Cost of Borrowing (to fund capital programme).

8.	<u>FINANCIAL CONSIDERATIONS</u>
8.1	These are detailed in the report.
9.	<u>PERSONNEL CONSIDERATIONS</u>
9.1	These are detailed in the report.
10.	<u>LEGAL IMPLICATIONS</u>
10.1	There are no legal implications arising from this report.
11.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
11.1	This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.
11.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
12.	<u>PUBLIC INTEREST</u>
12.1	This is a public document.
13.	<u>CONTACT OFFICER</u>
13.1	Nigel Stephens, Assistant Chief Officer - Resources
14.	<u>ANNEXES</u>
14.1	Appendices 1-8 – Financial Analysis of Budget Requirements 2019/20-2022/23

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Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Financial Projections 2018/19 to 2023/24

At 14th December 2018

	(a)	(b)	(c)	(d)	(e)	(f)
	2018/19 Actual £'000s	2019/20 Forecast £'000s	2020/21 Forecast £'000s	2021/22 Forecast £'000s	2022/23 Forecast £'000s	2023/24 Forecast £'000s
1 Effect of increases to authorised Establishment, Pay Awards and Increments		1,289	2,850	2,520	2,424	2,282
2 Non-Staff Inflation		737	933	955	985	1,017
3 Apprenticeship Levy Scheme		54	54	-	-	-
4 In Service Pressures / Developments		5,649	3,361	274	(576)	(574)
5 Budget savings identified		(1,138)	(155)	(154)	(155)	(94)
6 Finance costs		-	352	483	227	87
7 Unavoidable Cost Increases		6,590	7,395	4,078	2,906	2,717
8 Gross Budget Movement		6,590	7,395	4,078	2,906	2,717
9 Recurring Base Budget Brought Forward		123,522	130,113	137,508	141,586	144,492
10 Projected Budgetary Requirement	123,522	130,113	137,508	141,586	144,492	147,208
11 % Increase on Previous Years Base Budget	2.13%	5.34%	5.68%	2.97%	2.05%	1.88%
12 Funding						
13 Central Government Funding						
14 Police Grant	(40,404)	(40,404)	(38,404)	(36,404)	(34,404)	(34,404)
15 Revenue Support Grant	(21,333)	(21,333)	(21,333)	(21,333)	(21,333)	(21,333)
16 National Non-Domestic Rates	(9,750)	(9,750)	(9,750)	(9,750)	(9,750)	(9,750)
17 Total Central Government Funding	(71,487)	(71,487)	(69,487)	(67,487)	(65,487)	(65,487)
18 Council Tax	(52,035)	(55,135)	(58,418)	(61,898)	(65,584)	(69,490)
19 Total Funding	(123,522)	(126,622)	(127,905)	(129,385)	(131,071)	(134,977)
20 Projected Recurring Deficit / (Surplus) Before Efficiencies	-	3,491	9,603	12,201	13,421	12,231
21 Efficiencies						
22 Future Year Staying Ahead Scheme Savings	-	(791)	(791)	(1,229)	(1,644)	(1,928)
23 Reserve Utilisation	-	-	-	-	-	-
24 Projected Recurring Deficit/ (Surplus) After Efficiencies & Reserve Utilisation	-	2,700	8,812	10,971	11,776	10,304

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Financial Projections 2018/19 to 2023/24
Assumptions

At 14th December 2018

Description	2018/19 Actual	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	Source
<u>Police Officers</u>							
Pay Awards	1.50%	2.00%	2.00%	2.00%	2.00%	2.00%	CFO estimate benchmarked with Welsh Forces
<u>Police Staff</u>							
Pay Awards	1.50%	2.00%	2.00%	2.00%	2.00%	2.00%	CFO estimate benchmarked with Welsh Forces
<u>Indirect Staff Costs</u>	1.50%	2.00%	2.00%	2.00%	2.00%	2.00%	CFO estimate benchmarked with Welsh Forces
<u>Non Staff Inflation</u>							
General (Including Rates)	2.00%	3.00%	3.00%	3.00%	3.00%	3.00%	CFO estimate benchmarked with Welsh Forces
Utilities - Gas/Electric	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	CFO estimate benchmarked with Welsh Forces
Utilities - Water	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	CFO estimate benchmarked with Welsh Forces
Petrol	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	CFO estimate benchmarked with Welsh Forces
Diesel	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	CFO estimate benchmarked with Welsh Forces
<u>Funding</u>							
Central Government Police Funding	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Police Settlement assumption for 19-20 flat cash.
Council Tax Base Increase	0.81%	0.92%	0.92%	0.92%	0.92%	0.92%	Actual Growth for 2017/18 and 2018/19. Assumed to increase at previous three year average in 2019/20 onward
Council Tax Precept Increase	4.49%	4.99%	4.99%	4.99%	4.99%	4.99%	Proposal to protect real term funding requirements

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Financial Projections 2018/19 to 2023/24
Establishment

At 14th December 2018

Description	2018/19 Budgeted No.	2019/20 Forecast No.	2020/21 Forecast No.	2021/22 Forecast No.	2022/23 Forecast No.	2023/24 Forecast No.
Officers Baseline						
Officers Baseline	1,289	1,282	1,290	1,290	1,290	1,290
Additional Officers - Investment (2 Years)						
SIB Approved Changes inc Investment Funded Posts	(8)	8				
Externally Funded Posts	1					
Amber Posts Funded						
Recruitment Short term over establishment						
Total Authorised Baseline	1,282	1,290	1,290	1,290	1,290	1,290
Officer Actuals						
Actuals as at 17th October	1,332	1,329	1,317	1,316	1,301	1,290
Retirees - Ordinary	(21)	(32)	(21)	(35)	(31)	(22)
Retirees - Medical		(6)	(6)	(6)	(6)	(6)
Leavers - Probationer Drop Out		(4)	(4)	(4)	(4)	(4)
Recruitment - Probationers	15	30	30	30	30	30
Recruitment - Transferees	3					
Forecast Actual	1,329	1,317	1,316	1,301	1,290	1,288
Police Office Establishment Under/(Over)	(47)	(27)	(26)	(11)	(0)	1
PCSOs						
WG Funded	101	101	101	101	101	101
Force Funded	30	27	25	22	20	18
Total	131	128	126	123	121	119
Police Staff						
Baseline	647	677	677	677	677	677
SIB Approved Changes inc Investment Funded Posts	30	0	(1)			
Total	677	677	676	677	677	677
Grand Total	2,090	2,095	2,091	2,090	2,087	2,085

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Financial Projections 2018/19 to 2023/24
Service Pressures and Budget Developments

At 14th December 2018

Description	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £
1 BTCG Scheme Pump Priming	0	50,000	50,000	50,000	50,000	50,000
2 Additional Bank Holiday	0	122,272	120,000	240,000	(120,000)	(240,000)
3 LGPS Contribution Rate Increase			200,000			
4 Vantage Point 1st Floor Hearings			(50,000)			
5 Tutor Payment	24,000	(10,000)	(14,000)	0	0	
6 PEQF - university fees £2k per student	100,000	54,000	54,000			
7 Estates Electrical testing	50,000	(50,000)	0	0	0	
8 Body Armour Additionality	16,634	(16,634)				
9 Uniform additionality - new recruits	460,000	(460,000)				
10 Insurance Premiums Increase 30%		95,000				
11 Data Protection Officer		35,000				
12 Operational Training Facility		88,038				
13 Promat ID		40,000				
14 Appropriate Adults		30,000				
15 Taser Usage Increase		83,765				
16 Injury Pension Payments		137,661				
17 Custody Medical Contract		172,749				
18 Medical Examinations		250,000				
19 Minerva		20,000				
20 SRS Business Continuity		90,000				
21 ANPR Hosted Management Server		54,904	13,545			
22 Fuel		82,832				
23 Telephone Investigation		79,567				
24 IOM Diversion Project		160,000				
25 Community Partnership Fund		50,000				
26 Subject Access report Income		10,805				
27 Cessation of AWSL Grant			400,932			
28 Loss of Tarian Grant		100,000				
29 Vehicle Tracking System		150,000	(150,000)			
30 WCN Recruitment System Project		20,000	(20,000)			
31 Citizen In Policing - Mini Police		20,000	(20,000)			
32 Over Establishment of Officers		1,952,015	(1,046,445)	(16,099)	(505,630)	(383,841)
33 Property System Equipment Replacement		83,338	(83,338)			
34 Officer Pension Contribution		1,818,885	3,160,367			
35 Loan Interest			351,912	483,228	226,548	86,515
36 Gwent PBSA Network		30,000				
37 DR SAN Maintenance		40,000				
38 VPN Net Motion		138,000				
39 Additional Revenue Contribution to Capital		1,000,000	1,000,000			
40 People Service Review						
41 Corporate Comms Review						
42 FPOC Review						
43 M4 Related Pressure (Closing Tolls, Protests)		1,000,000				
44 National ICT Services						
45 National Conference Centre						
46 National Police Air Support Contract						
47 CT Specialist Firearms Officers						
	650,634	7,522,197	3,966,973	757,129	(349,082)	(573,754)

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Financial Projections 2018/19 to 2022/24
Identified Budgetary Savings

At 14th December 2018

Description	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £
1 Transitional Rent Allowance	(7,680)	(22,223)	0	0	0	0
2 Housing Allowance	(132,749)	(94,217)	(60,000)	(60,000)	(60,000)	(60,000)
3 Compensatory Grant	(12,443)	(15,103)	0	0	0	0
4 Rebased allowances - on call	(12,988)	(8,346)				
5 Rebased allowances - on call	(19,607)					
6 Rebased savings - unsociable hours	(7,677)					
7 Rebased Honorariums		(20,022)				
8 Officer III Health Retirement		(591,810)				
9 Force Medical Services		(4,331)				
10 Force Medical Costs		(9,416)				
11 Rebased savings - electricity	(6,030)					
12 Rebased savings - gas	(13,128)					
13 Rents	(96,981)					
14 Business Rates	(34,343)					
15 Service Charges	(42,307)					
16 External Room Hire Charges	(3,939)					
17 Air Fares	(1,537)					
18 Trains & Underground	(1,277)					
19 Bus Fares	(211)					
20 Hotel Accommodation	(15,376)					
21 Meal Allows	(8,739)	(10,478)				
22 Paper Materials		(5,000)				
23 Toner Cartridges		(2,500)				
24 Rebased savings - partnership fees	(21,404)					
25 Rebased savings - subscriptions	(1,040)					
27 PFI unitary charge - 6 months only	(250,000)					
28 Procurement savings -National Police ICT	(17,577)					
29 Removal of loan interests	(23,236)					
30 Reimbursement Income	0	(2,163)				
31 Investment income	0	(72,634)				
32 Int Payable - Pre 01/04/90	(19,411)					
33 Int Payable - Post 31/03/90	(249,377)					
34 Int Payable - PWLB	(1,000)					
35 Real Term CSO Funding Pressure		(94,595)	(94,624)	(94,237)	(94,571)	(94,486)
36 Procurement savings - Software		(185,411)				
	(1,000,057)	(1,138,249)	(154,624)	(154,237)	(154,571)	(154,486)

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Revenue Projections 2018/19 to 2023/24
Staying Ahead Phase 8 Schemes 2018/19 to 2023/24 and Other Savings Initiatives

At 14th December 2018

	2019/20 £'000s	2020/21 £'000s	2021/22 £'000s	2022/23 £'000s	2023/24 £'000s	Total £'000s
A Cumulative Savings Brought Forward	0	(791,000)	(791,000)	(1,229,458)	(1,644,390)	
B Scheme						
1 Workforce Planning	0	0	0	0	0	0
2 Flexible Working Practices	0	0	0	0	0	0
3 Supplies & Service - National Programme	0	0	0	0	0	0
4 Vantage Point 2nd Floor Lease Expiry	0	0	(183,000)	(140,000)	0	(323,000)
5 Advanced Public Order	0	0	0	0	0	0
6 Existing Force Collaboration	0	0	0	0	0	0
7 Admin of Justice	0	0	0	0	0	0
8 ICT Services	0	0	0	0	0	0
9 Estates and Facilities Management	0	0	(155,458)	(149,932)	(283,259)	(588,649)
10 New HQ Building Reduced Running Costs	0	0	(100,000)	(125,000)	0	(225,000)
11 Administrative Support	0	0	0	0	0	0
12 Professional Standards	0	0	0	0	0	0
13 Enabling and Support Services	0	0	0	0	0	0
14 Police and Crime Commissioner	0	0	0	0	0	0
15 Mamhilad Block B	(74,000)	0	0	0	0	(74,000)
16 Ordinary Overtime	0	0	0	0	0	0
17 SEO Review	(717,000)	0	0	0	0	(717,000)
C Savings for Year	(791,000)	0	(438,458)	(414,932)	(283,259)	(1,927,649)
D Cumulative Savings Carried Forward	(791,000)	(791,000)	(1,229,458)	(1,644,390)	(1,927,649)	

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Revenue Projections 2018/19 to 2023/24
Reserves and Committed Funds Position 2018/19

			Closing Balance 17/18 £'000	In £'000	Out £'000	Forecast Closing Balance 18/19 £'000	In £'000	Out £'000	Forecast Closing Balance 19/20 £'000	In £'000	Out £'000	Forecast Closing Balance 20/21 £'000	In £'000	Out £'000	Forecast Closing Balance 21/22 £'000	In £'000	Out £'000	Forecast Closing Balance 22/23 £'000	In £'000	Out £'000	Forecast Closing Balance 23/24 £'000
<u>REVENUE RESERVES AND COMMITTED FUNDS</u>																					
A	Statutory Reserves																				
1	General Reserve		4,000	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000
	Sub Total		4,000	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000	0	0	4,000
B	Committed Earmarked Funds																				
1	Future PFI Commitments		12,216	0	0	12,216		(12,216)	0			0			0			0			0
2	Capital Programme																				
a	Capital Grant		978	449	0	1,427	449	0	1,876	449	0	2,325	449	0	2,774	449	0	3,223	449	0	3,672
b	Capital Receipts		0	655	0	655	3,422	0	4,077	0	0	4,077	0	0	4,077	0	0	4,077	2509	0	6,586
c	Revenue Contribution to Capital Programme		1,171	2,575	0	3,746	1,575	0	5,321	2,575	0	7,896	2,575	0	10,471	2,575	0	13,046	2,575	0	15,621
d	External Borrowing		0			0	0		0	11,352		11,352	15,588		26,940	7,308		34,248	3,146		37,394
e	Estate Works																				
i	Replacement HQ		14,664	7,837	(2,131)	20,370	10,596	(11,077)	19,889	0	(12,096)	7,793	0	(3,222)	4,571	0	(491)	4,080	0	0	4,080
ii	Victims' Hub		228	0	0	228	0	(48)	181	0	0	181	0	0	181	0	0	181	0	0	181
iii	Minor Works and Planned Maintenance		(448)	0	(500)	(948)	0	(500)	(1,448)	0	(500)	(1,948)	0	(500)	(2,448)	0	(500)	(2,948)	0	(500)	(3,448)
iv	Police Hubs & Spokes		0	0	0	0	0	(5,500)	(5,500)	0	(11,920)	(17,420)	0	(10,020)	(27,440)	0	(4,000)	(31,440)	0	(4,020)	(35,460)
v	Other		(63)	0	(300)	(363)	0	(1,250)	(1,613)	0	(1,270)	(2,883)	0	(20)	(2,903)	0	0	(2,903)	0	0	(2,903)
f	Fleet Replacement		(1,311)	0	(1,012)	(2,323)	0	(2,240)	(4,563)	0	(1,405)	(5,968)	0	(1,500)	(7,468)	0	(1,500)	(8,968)	0	(1,500)	(10,468)
g	ICT Investment		(1,719)	0	(3,910)	(5,629)	0	(150)	(5,779)	0	(850)	(6,629)	0	(150)	(6,779)	0	(150)	(6,929)	0	(150)	(7,079)
h	Other Projects/Schemes		(214)	0	0	(214)	0	0	(214)	0	0	(214)	0	0	(214)	0	0	(214)	0	0	(214)
i	Long Term Projects		0		(200)	(200)		(400)	(600)		(200)	(800)		(3,200)	(4,000)		(6,200)	(10,200)		0	(10,200)
3	SA8 Change Programme																				
a	SA8 Programme Team		1,613	0	(1,613)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b	Revenue Saving Initiatives		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
i	PWLB and Newport Debt redemption		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ii	LGPS Pension Investment		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Forecast Accelerated Efficiency Savings		10,693	0	(5,813)	4,880	0	(4,880)	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sub Total		37,809	11,516	(15,479)	33,846	16,042	(38,261)	11,627	14,376	(28,241)	(2,238)	18,612	(18,612)	(2,238)	10,332	(12,841)	(4,747)	8,679	(6,170)	(2,238)
C	Uncommitted Earmarked Funds																				
1	Future Budgetary Imbalances		4,379	0	0	4,379	0	(2,700)	1,679	0	(8,812)	(7,133)	0	(10,971)	(18,103)	0	(11,776)	(29,880)	0	(10,304)	(40,183)
2	Commissioning Strategy and Force Initiatives		1,067	0	0	1,067	0	0	1,067	0	0	1,067	0	0	1,067	0	0	1,067	0	0	1,067
3	Airwave		2,381	200	0	2,581	200	0	2,781	200	0	2,981	200	0	3,181	200	0	3,381	200	0	3,581
4	Other Financial Liabilities																				
a	Tribunal and Ombudsman Liabilities		149	0	0	149	0	0	149	0	0	149	0	0	149	0	0	149	0	0	149
b	Unspent Revenue Grants		287	0	0	287	0	0	287	0	0	287	0	0	287	0	0	287	0	0	287
c	3rd Party funds		175	0	(162)	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	12
d	POCA		194	150	(150)	194	150	(150)	194	150	(150)	194	150	(150)	194	150	(150)	194	150	(150)	194
e	Workstream Specific Reserves		3,784	0	(1,242)	2,543	0	(1,691)	852	0	(152)	700	0	(141)	559	0	(171)	388	0	(171)	217
f	Speed Awareness Training		64	0	(64)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sub Total		12,480	350	(1,618)	11,212	350	(4,541)	7,022	350	(9,114)	(1,742)	350	(11,262)	(12,654)	350	(12,097)	(24,401)	350	(10,625)	(34,676)
TOTAL REVENUE RESERVES AND COMMITTED FUNDS			54,289	11,866	(17,097)	49,058	16,392	(42,801)	22,649	14,726	(37,355)	20	18,962	(29,874)	(10,892)	10,682	(24,938)	(25,148)	9,029	(16,795)	(32,914)
<u>CAPITAL RESERVES AND COMMITTED FUNDS</u>																					
A	Committed Earmarked Funds																				
1	Capital Grant		0	449	(449)	0	449	(449)	0	449	(449)	0	449	(449)	0	449	(449)	0	449	(449)	0
2	Capital Receipts		1,700	655	(655)	1,700	0	(1,700)	0	0	0	0	0	0	0	0	0	0	2509	(2,509)	0
3	Replacement Command and Control		1,722	0	0	1,722	0	(1,722)	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL CAPITAL RESERVES AND COMMITTED FUNDS		3,422	1,104	(1,104)	3,422	449	(3,871)	0	449	(449)	0	449	(449)	0	449	(449)	0	2,958	(2,958)	0
TOTAL RESERVES AND COMMITTED FUNDS			57,711	12,970	(18,201)	52,480	16,841	(46,672)	22,649	15,175	(37,804)	20	19,411	(30,323)	(10,892)	11,131	(25,387)	(25,148)	11,987	(19,753)	(32,914)

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Revenue Projections 2019/20 to 2022/23
Capital Programme 2018/19 to 2022/23

At 14th December 2018

		2018/19 £'000s	2019/20 £'000s	2020/21 £'000s	2021/22 £'000s	2022/23 £'000s	2023/24 £'000s
A	Estate						
1	Regular Capital Maintenance	500	500	500	500	500	500
2a	Replacement HQ	2,131	11,077	11,096	3,222	491	0
2b	Decommissioning of Headquarters			1,000			
3a	Estates Strategy - Police Hubs	0	5,500	11,900	10,000	4,000	4,000
3b	Estates Strategy - Police Spokes	0	0	20	20	0	20
4	Newport Central Upgrade	50	1,250	1,250			
5	Ystrad Mynach PFI		4,000				
6	Ystrad Mynach CCTV	250					
7	Collaborative HQ Relocations						
8	One Stop Shops		0	20	20	0	0
A	Total Estate	2,931	22,327	25,786	13,762	4,991	4,520
B	Vehicles	1,012	2,240	1,405	1,500	1,500	1,500
C	Information Systems						
1	Disaster Recovery	150	150	150	150	150	150
2	Fusion	3,760	0	0	0	0	0
3	National Programme						
4	Audiovisual Equipment			700			
C	Total Information Systems	3,910	150	850	150	150	150
D	Other BTCG Projects / Schemes	0	0	0	0	0	0
E	Non Capital Funded Long Term Projects (Appendix 8a)	200	4,400	200	3,200	6,200	0
F	Total Programme	8,053	29,117	28,241	18,612	12,841	6,170
G	Funding						
1	Capital Grant	449	449	449	449	449	449
2	Revenue Contribution to Capital	2,575	1,575	2,575	2,575	2,575	2,575
3	Funding from Reserves and Committed Funds	4,374	27,093	13,865	0	0	0
4	Funding from external borrowing	0	0	11,352	15,588	7,308	3,146
5	Capital Asset Disposal	655				2,509	0
6	Total Funding	8,053	29,117	28,241	18,612	12,841	6,170
H	Surplus Funds	0	0	0	0	0	0

Police and Crime Commissioner for Gwent / Heddlu Gwent Police
Medium Term Revenue Projections 2018/19 to 2022/23
Long Term Project Programme 2018/19 to 2022/23

At 14th December 2018

		2018/19 £'000s	2019/20 £'000s	2020/21 £'000s	2021/22 £'000s	2022/23 £'000s
1	Fusion Project					
2	FIRMS Project:-					
2a	Enterprise Resource Planning System					
2b	Resource Planning System					
2c	Learning and Development System					
3	Estate Feasibility	200	200	200	200	200
4	Estate Strategy					
4a	Monmouth Hub					
4b	Abergavenny Hub					
5	Ystrad Mynach PFI	0	4,000			
6	Collaborative Relocation		200		3,000	6,000
	Total Programme	200	4,400	200	3,200	6,200

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Police and Crime Commissioner's Update – September to October 2018

This report provides an update on activities undertaken by the Office of the Police and Crime Commissioner (OPCC) for the period 1st September to the 31st October 2018.

Delivering Against the Priorities

Priority 1 – Crime Prevention

1.1 Provision of Diversion Schemes

To meet the outcome of providing effective diversion schemes to people who might otherwise offend, the OPCC continues to work with Gwent Police, South Wales PCC and Police, and Integrated Offender Management (IOM) Cymru regarding the re-tendering of the Women's Pathfinder Diversion Scheme. The current contract will expire on 31st March 2019.

In October, the IOM Cymru Women's Pathfinder Whole System Approach Market Engagement Event took place in Cardiff. This was a joint event between IOM Cymru, Gwent OPCC and Police and South Wales OPCC and Police. The session was well attended by stakeholders and provided an opportunity for interested providers to learn more about the tendering opportunities being offered. As part of this, Gwent OPCC and Police are tendering for the new 18-25 diversion scheme. This is the largest cohort of people offending and so would be an appropriate next step in enhancing diversionary support. An invitation to tender (ITT) document will be advertised shortly with a view to the new scheme being in place in the new financial year.

1.2 Early Intervention Youth Fund and Serious Organised Crime

There has been considerable interest from Welsh Government, the Home Office and the Welsh Audit office in the policing and partnership work that has been developing in Newport in the last 6-12 months.

The Home Office have funded five areas across England and Wales to undertake pilot work in developing approaches to Serious and Organised Crime (SOC). Newport was selected as one of these areas. The project is funded until March 31st 2019 in the first instance. It is co-ordinated by Chief Inspector Paul Davies with the support of a SOC Board including representation from Welsh Government, Newport CC, and the OPCC. The project includes funding for service delivery to meet criteria of early intervention and prevention, community resilience and strategic communications. In order that the service delivery provides a full and holistic approach to SOC for children, young people, their families and the community, the PCC has enhanced the Home Office funding of £150,000 with a further £120,000. Delivery partners include St Giles, Barnardo's, Newport Live, and Mutual Gain. The Cabinet Secretary, Alun Davies has been briefed on this project and is supportive of the approach and has recognised the issues across UK and Welsh Government areas of responsibility.

An Early Intervention Youth Fund was announced in August coinciding with the launch of the Home Office Serious Violence Strategy. A collaborative bid was submitted by the four Welsh Police and Crime Commissioners and has been successful. The delivery is based on the approach for the Newport work but will include delivery interventions for people living in others area of Gwent where significant risks of involvement in serious violence. This funding is for 2018/19 and 2019/20.

The Wales Audit Office invited Newport County Council, Police and OPCC to present at the 'Holding Up the Mirror' Good Practice in Partnerships Event on the 19th September. This was in recognition of the effective collaborative work responding to the challenges in the Pill area and particularly bringing stakeholders together during times of crisis. The presentation received great feedback.

Priority 2 – Supporting Victims

2.1 Modern Day Slavery (MDS) and Human Trafficking

Modern Day Slavery Advocate

Employed by Victim Support, the Modern Day Slavery Advocate started work in June 2018 for a 12-month pilot. The post-holder is currently providing direct support to five victims of modern day slavery subjected to either sexual or labour exploitation. One individual is a British national.

The Advocate is also supporting police operations and other activity with agencies such as the Home Office immigration team and Gangmasters and Labour Abuse Authority (GLAA) as required.

Additional activity during the period to support partnership working and raise awareness of the issues related to MDS includes:

- Delivery of five days of Modern Day Slavery awareness and safeguarding events to 600 attendees throughout Gwent;
- Delivery of 'Train the trainer' sessions to 20 members of Health;
- Undertaking a gap analysis with services and identifying learning outcomes (in progress);
- Giving consideration to a MARAC information sharing agreement between relevant organisations;
- Attending monthly Gwent MARAC meetings, and Protection of Vulnerable Adults (POVA) and safeguarding meetings as required; and
- Establishing support sessions for clients and undertaking risk assessments and support plans completed to ensure provision of effective support.

2.2 Restorative Justice (RJ)

The Restorative Justice Co-ordinator has been in post since June 2018. To date, the Co-ordinator has delivered training to Connect Gwent staff and volunteers, as well as the Witness Care Unit, Hate Crime Support Officers, and Women's Pathfinder Diversion staff. Awareness sessions have also been delivered across anti-social behaviour, housing and Police partners with more training planned for the next quarter. A working partnership agreement has been set-up with the Community Rehabilitation Company (CRC) and Probation.

During this time, the Co-ordinator has received 21 referrals and delivered three interventions; this represents positive partner engagement with the Co-ordinator and a successful first quarter for the post. In response to an identified need, a large community RJ conference is planned for the Torfaen area that will include children and families involved in ASB and criminal behaviour.

To help co-ordinate RJ approaches across Gwent, an RJ Practitioner Group has been established. This met for the first time in September with the next meeting planned for the new year. Thematic Stakeholder Groups (ASB, Housing, Adult Offending, Hate Crime, etc.) are also planned and will be set-up in due course.

2.3 Keep Safe Scheme

The Keep Safe Scheme is designed to help people with communication difficulties that may find it hard to speak to the police on the telephone or in person when in a potentially stressful situation, for example, in custody, during a mental health crisis or providing a witness statement.

In September, the OPCC's Policy Officer and Gwent Police's Diversity and Inclusion Manager worked with members of Torfaen People First to record a '7@7' briefing video for all officers and staff. The video introduces the scheme and the membership process and explains how Keep Safe will benefit front-line officers and staff, as well as the individuals registered to the scheme. In the video, Torfaen People First members also talk about some of the communication difficulties they experience and provide examples of ways people can communicate better with them. Finally, one of the Hate Crime Support Officers describes a real-life situation with a vulnerable victim to illustrate how the scheme would have a positive impact on all parties involved. The video is currently on the schedule for internal publication. It will also be shared with the OPCC's Independent Custody Visitors at their first meeting in 2019.

Gwent Police's Cohesion Co-ordinator is supporting the 'soft' roll-out of the scheme to stakeholder organisations between November 2018 and the end of January 2019. Feedback on impacts and outcomes will be provided in future updates.

Priority 3 – Community Cohesion

3.1 Engagement

The OPCC is continuing to support partners in each local authority area by attending community action days, most recently, those in Blackwood and Blaenavon. These events offer residents the opportunity to identify and engage with the support services available to them in their local area. The office will continue to support these as more are planned in the New Year.

The PCC has relaunched his public walkabout surgeries. In November, he conducted a walkabout in Abergavenny, spending two hours discussing local policing issues with residents and businesses. A similar one was held in Cwmbran Shopping Centre in December. All upcoming public surgeries will be promoted via the OPCC website, social media channels and via partners.

3.2 Black History Month (BHM)

BHM Wales Youth Awards

On 28th September, the OPCC supported the second Black History Month Wales Youth Awards in Cardiff. Organised by Race Council Cymru, the awards celebrate the achievements and contributions of Black and ethnic minority young people to social, civic and community matters in Wales. The PCC has been pleased to sponsor one of the awards for two years running and this year, provided sponsorship for the Young Leader award. Hosted by Mark Drakeford AM, the day brought together a diverse audience including Welsh Ministers, partners and stakeholders, as well as members of the public that wished to attend.

BHM Event, Newport

On 15th October, the OPCC and Race Council Cymru hosted a BHM Wales event in Newport. This year marked the 11th anniversary of BHM Wales celebrations and the theme for 2018 was 'Icons of Black Wales'. The event featured Keynote speeches by the PCC, the Chief Constable and Simon Woolley, the Director of Operation Black Vote, as well as key community representatives. Gwent Police and the OPCC also provided inputs on race equality and policing during the day and participated in a question and answer panel. Attendees stated that they welcomed a Gwent-based event and would also welcome similar local activities in the future. Consideration is being given to how best to support BHM activities in 2019.

Gwent Ethnic Minority Association (GEMA) BHM Event

To mark the end of BHM 2018, Gwent Police's internal staff association, GEMA, hosted a practitioner event focusing on 'Honour Based Violence' and the Stephen Lawrence case, chosen as 2018 marks the 25th anniversary of his murder. Former Metropolitan Police Detective and Senior Investigating Officer Clive Driscoll provided a presentation

on the investigation of the Stephen Lawrence case; this was followed by a talk from Sarbjit Athwal, whose sister-in-law was lured to India by family members and killed. The OPCC was pleased to support the event, which was very moving and highly impactful, serving as a reminder of the importance of providing an effective and fair police service to our communities.

3.3 Commissioner's Police Community Fund

The PCC's Police Community Fund was created to use monies obtained through the Proceeds of Crime Act to support organisations that work with children and young people in some of the most disadvantaged areas in Gwent. The Fund will support those seeking to help children and young people who may be in danger of entering the criminal justice system or have become victims, and will need to deliver the priorities in the PCC's Police and Crime plan.

To date, the following projects have been identified as meeting the priorities and have been funded:

Org name	Project name	LPA	Project description	Amount Awarded £
Regener8 Cymru	Healthy Relationships	West	To deliver sessions that educate and raise awareness of health and un-healthy relationships for 14-25 year olds, tackling current issues affecting young people today such as Sexting, exploitation, domestic abuse, perception, stereotyping, pornography and consent in order to improve their relationships with peers, family members and the wider community.	70,000
Urban Circle Productions	U-Turn	East	The project aims to use different forms of creative arts to tackle multiple social problems affecting vulnerable young people in and around Pillgwenlly. Working with partners, young people will have opportunities to participating in the planning and delivery of local events, workshops and gain qualifications in order to increase their confidence and self-esteem and broaden their horizons.	48,620
Newport Women's Aid	Aspire Youth Zone	East	Integrated and coordinated family support service that will support children 11-16 and vulnerable families affected by Domestic Abuse to increase their resilience. Project will offer structured programmes and volunteer mentors.	9,830
Xcelerate Youth	Xcelerated Youth Family Worker	West	The family worker will work alongside children with challenging behaviours and their families, providing interventions including crisis counselling, cognitive behavioural therapy, forums and workshops to improve confidence and self-esteem and encourage young people to express themselves safely.	12,000

Dyffryn Community Link	Youth Link	East	The project will provide diversionary out of school hours and holiday activities for young people aged 8 – 16 years old, whilst also supporting, engaging with and encouraging the young people to make positive contributions to their community. Drop in facilities for 11 – 18 year olds will also be available to identify individual or group problem areas; providing positive workable solutions on a group or one to one basis to reduce ASB and youth offending.	24,904.50
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The fourth board is due to take place on 9th January 2019.

Half-yearly decision logs will detail the awards made on our website. The latest decision log detailing the three who have received funding so far is due to be signed off by the PCC and will be added to the website accordingly. All projects will be required to evidence their compliance with the grant requirements and evidence their impacts.

3.4 Hate Crime Awareness Week 2018

Hate Crime Awareness Week (HCAW) ran from Saturday 13th to Friday 19th October. A number of activities took place during the week, jointly supported by the OPCC and Gwent Police, including:

- A joint social media campaign to raise awareness of what hate crime is and the impact it has on individuals and communities;
- Promotion and support of Victim Support's HCAW campaign;
- Hate crime awareness, using Newport People First's hate crime videos produced using funding from the PCC's Partnership Fund - you can watch their stories on YouTube

<https://www.youtube.com/channel/UCjWK8pDuSNp61W81aF5n6Wg>; and

- Promotion of the HCAW funded projects.

Using funding provided by the Welsh Government to the OPCC, the joint OPCC and Gwent Police HCAW Fund supported 11 projects across Gwent to deliver activities during HCAW and beyond. Gwent Police's Community Cohesion Officer is providing support to visit and evaluate the projects as they take place. One of the projects that ran during the week was BGfm Radio's anti-hate crime 'advert' which was brought to life by local school children and our own Mini Police. Other projects funded included:

- Crownbridge School, Cwmbran – to undertake a pupil-designed production of a 'day in the life of...' video, filmed by disabled students in their local town. Using personal cameras, the film will capture live experiences of discrimination and barriers to access. Pupils will hold a launch event at the school with local councillors and police to discuss the findings;

- YMCA Newport – to run their weekly open-access youth club sessions around the theme of hate crime, using guest speakers and arts-based workshops. The YMCA's Girls Club (predominantly young Muslim girls aged between 8 and 13 years) will also run during HCAW and be themes around hate crime;
- Afon Youth – to deliver a Human library event with speakers to be sourced with a range of Protected Characteristics. Attendees will be able to 'book them out' for conversations that encourage positive discussion and challenge stereotypes and prejudices;
- Disability Cando – to deliver two events that bring people with lived experiences of disabilities, their carers, and statutory and public services together to discuss the under-reporting of disability hate crime; and
- The Sanctuary Project – to film a series of short interviews with refugees and asylum seekers explaining to others what they wish that person knew about them when they came to Wales. Individuals' stories will be released across social media and delivered as part of lessons in schools during HCAW. The film will challenge negative perceptions and stereotypes of asylum seekers and refugees created by the media.

Evaluation of the projects is currently taking place and will be made available as part of a future update.

Priority 4 – Tackling Anti-Social Behaviour (ASB)

4.1 ASB Co-ordinator Update

The OPCC continues to fund the ASB Co-ordinator post via the Safer Gwent partnership. Community Assist days continue to take place in hotspot areas to help improve confidence in services and manage community tensions. Outcomes continue to be monitored to ensure that these events provide a positive impact for the affected communities.

In response to the recent high level of ASB-related complaints in Blaenavon, a Community Assist event was held to help address the issues raised. A number of key issues and themes were raised for the area and are being addressed by the Community Safety Team. Following the event, local play services, Youth Offending Teams and Positive Futures are working with the community to engage children and young people, as victims or offenders, in activities to support and divert them away from ASB as part of a longer-term plan for the area. The impact of the interventions will be monitored over time to assess their success.

Training needs continue to be identified with the ASB teams across Gwent. Injunction training will now be delivered to all Gwent ASB teams at the All Wales ASB Group. Further workshops will tackle the inconsistency in use of other tools and powers across Gwent and Wales. A scoping exercise will also be carried out at the meetings to see how other areas in Wales deal with ASB.

Links have been established with the RJ Co-ordinator following identification of opportunities to work smarter with ASB teams and partners. On a short-term basis the RJ Co-ordinator will provide advice and guidance to ASB teams on neighbour disputes and will facilitate mediation sessions on complex cases, reducing the need for local authorities and police to spend large amounts of time to address neighbour disputes. As this is only a short term measure it is hoped that training on restorative practices can be delivered to Community Safety staff and partners who are willing to become restorative practice facilitators.

4.2 Operations Bang and Bernie

Following this year's Operation Bang, focusing on ASB related to Halloween and bonfire night, a train the trainer package is being developed between the ASB Co-ordinator and South Wales Fire and Rescue Service to ensure that front-line staff in contact with young people are able to deliver a consistent message across Gwent about fire safety and ASB. It is envisaged that the second planning stage for this programme of work will occur in February 2019 ready to roll out end of Summer in preparation for bonfire season.

Work continues on updating the educational materials for schools related to Operation Bernie which aims to reduce and prevent deliberate fire setting. Due to the fire issues during the summer, a need for wider education has been identified with a view to expansion of the initiative across Gwent as appropriate to the level of risk.

Priority 5 – Efficient and Effective Service Delivery

5.1 General Data Protection Regulation (GDPR)

Compliance with the GDPR is a statutory responsibility and provides the public with confidence that the OPCC is protecting all personal information it holds. It also minimises both reputational and financial risk to the organisation.

Work on the action plan continues to be progressed with specific attention being paid to key areas that were identified in the GDPR audit that was undertaken by our internal auditors, which received a 'reasonable' assurance rating.

All modules for the online training package are now available and most staff members have completed them all. All new staff are being added to the training programme as they commence their roles. The Head of Assurance and Compliance will continue to monitor completion over the course of the coming weeks.

No data breaches have been reported since the last meeting.

5.2 Public Response Unit (PRU)

From August to October 2018, the PRU received 144 quality of service matters about Gwent Police, which is slightly less than 164 received for the same period in the previous year. Analysis has not identified any clear reasons for this reduction.

There was 1 compliment received regarding outstanding service received from Gwent Police.

- 138 quality of service matters were resolved during this period taking an average of 15 days. The PRU aims to deal with complaints within 10 working days; however, responses to more complex cases require longer time to prepare and will have an impact on this target; and
- Six expressions of dissatisfaction were referred to the Professional Standards Department to assess whether there was a requirement to formally record them as complaints under the Police Reform Act. Whilst this is an increase of four compared to the same period for last year, the number will vary depending on the nature of the complaint received and if it necessitates action by Gwent Police.

The team has noted a small number of statements of dissatisfaction in relation to the new Investigative Framework Model that Gwent Police is implementing in order to assist them in managing demand. The Framework provides officers with a way to assess the investigative and welfare requirements of victims and is due to be rolled out more widely in Gwent Police over the next months. Therefore, the PRU are currently looking to implement a way to record and capture incidences of public concern related to the new model as part of the PCC's overall monitoring role.

5.3 Monitoring Performance

The PCC and Chief Constable continue to regularly meet on a one-to-one basis to discuss key issues. Recent areas of discussion include:

- Public Service Boards
- Police Entry Qualification Framework (PEQF) Students
- Feedback from elected representatives regarding Caerphilly Station
- Approval of Chief Constable's Gifts and Hospitality Register
- Electric vehicles
- Parking enforcement
- 101 calls
- Report on Police Leadership and Retention

5.4 Freedom of Information (FOI) Requests

Four FOI requests were received for the period September 2018 to October 2018. All requests have been dealt with in line with the 20 working day statutory deadline. One of the requests has been resubmitted for an internal review to take place.

Compliance in this area of work gives the public confidence in our fulfilment of statutory responsibilities and show that we are open and transparent with our information.

5.5 Development of New OPCC Website

The website will 'go live' as soon as possible. All legally required content will be uploaded to the website in both English and Welsh, by the end of November 2018. A request will then be made to the Home Office (as they hold the domain) to turn off the current website and replace with the new website in December. The website will continue to be developed once it is 'live' with consultation taking place with the public to ensure that the website continues to be accessible. The web address for the OPCC's website will remain the same.

The development of the website ensures that the OPCC continues to remain transparent and that the information it contains is easier to access.

5.6 Legitimacy

The OPCC continues to work closely with Gwent Police regarding legitimacy in the exercise of police powers regarding stop and search and use of force. An internal improvement action plan has been implemented by Gwent Police incorporating the recommendations and observations from the OPCC's April 2018 Legitimacy Scrutiny Panel exercise as well as any other findings from Gwent Police's own internal scrutiny, for example, supervisor checks and interim dip samples of stop and search submissions undertaken by the Bronze Inspector. The OPCC Policy Officer has also been supporting Gwent Police in preparing for their HMICFRS insight visit in January 2019. OPCC Scrutiny Panel reports have been provided as part of the document pack, and the report from the October 2018 exercise will be included once available.

Legitimacy Scrutiny Panel

On the 26th October 2018, the OPCC held a Legitimacy Scrutiny Panel exercise covering the six-month period 1st April to 30th September 2018. Panel members examined 180 of the 852 stop and search records available for the period (a 21% sample comparable to the previous exercise), and gave feedback on stop and search and use of force data and body worn video. The analysis of the exercise is being undertaken and the report will be provided to the PCC and OPCC Management Team for consideration prior to sharing with Gwent Police colleagues for action as appropriate. Early indications show continued improvements in key areas compared to the previous scrutiny exercises. The report will also be shared with the Police and Crime Panel in due course.

5.7 Estates

A police contact point is now available at Monmouthshire County Council's one stop shop in Abergavenny. Visitors can make routine enquiries, report crime, receive advice and guidance, produce documents, and leave messages for officers and staff. The move to the one stop shop is part of the OPCC's estate strategy to develop facilities that reflect the needs of policing in the modern era. Prior to the move, local councillors were invited to see the condition of the former facility and the benefits of moving to a shared facility.

5.8 Station Enquiry Officer (SEO) Review

Gwent Police has reviewed its front counter services and its provision of station enquiry officers. The review was undertaken to understand how it could best meet demand in the communities it serves in light of the changing demands on its service and low levels of footfall to its front counters. None of the police stations are closing; however, there will be changes to opening hours and the closure of front counter services at some police stations in the new year. Newport Central, Abergavenny, Monmouth, Ebbw Vale, Blackwood and Cwmbran will retain a front counter service.

Key Achievements

6. All Wales Policing Group (AWPG)

From June of this year until June 2019, the PCC is the Chair of the AWPG. The group last met in October and matters discussed included:

- National Crime Agency six month update
- College of Policing matters
- Comprehensive Spending Review 2019
- Changes to the complaints system via the Policing and Crime Act
- Changes to Probation arrangements
- Relevant updates from the Association of Police and Crime Commissioners (APCC).

7. Precept 2019-20

The OPCC is currently asking residents of Gwent whether they would support a £1 a month increase in their council tax to support local policing. This equates to a rise of roughly 4.99%. The OPCC has been out in communities, actively engaging with members of the public to gather their views. To date more than 24 hours of active face-to-face engagement with the public has been conducted and this will continue until the survey closes on 13 January 2019.

8. Mini Police Heddlu Bach

The OPCC has been supporting Gwent Police in the publicising of the Mini Police programme. The PCC sat on one of the interview panels for Fochriw and Phillipstown primary schools; and the OPCC's Head of Strategy visited Waunfawr Primary School alongside the Cabinet Secretary for Local Government and Public Services, Alun Davies AM, last month. Mini Police from Blaenycwm Primary also took part in Hate Crime Awareness Week and interviewed the PCC live on radio. Photographs and videos from the visits were posted on social media.

9. Association of Police and Crime Commissioners Visit to the OPCC

On the 5th October, the PCC hosted a visit to the OPCC by Susannah Hancock, Chief Executive of the APCC. The visit aimed to provide some context around working in Gwent including the PCC's key programmes, our partnerships, the Police and Crime

Plan and the Police and Crime Panel. The visit also facilitated discussions around relationships between the OPCC and APCC and any matters of national concern, including Brexit. The visit was extremely valuable to both parties and has helped to set the scene for future engagement between the OPCC and the APCC. Since the visit, the APCC has appointed a lead officer for Wales.

Key Priorities

During the next quarter, there will be a focus on:

- Delivering the Estate Strategy including the new Head Office arrangements;
- Progressing the ACEs programme in Gwent;
- Retendering the Women's Pathfinder Scheme and further developing the diversion project;
- Ensuring compliance with the GDPR requirements;
- Precept consultation;
- Publishing the new OPCC website;
- Policing Board for Wales;
- All Party Group on Policing;
- Refreshing the Police and Crime Plan for Gwent;
- Roll-out of the Keep Safe Scheme for Gwent.

SUBJECT: GWENT POLICE AND CRIME PANEL RECORDED COMPLAINTS AND CONDUCT MATTERS REGISTER AND COMPLAINTS PROCEDURE

DATE: 14TH DECEMBER 2018

1. PURPOSE OF REPORT

- 1.1 This report provides Members of the Panel with an overview of the complaints received by the Panel for the period from November 2017 to November 2018. The report also includes the outcome of unresolved complaints reported to the Gwent Police and Crime Panel on 22nd December 2017. This report also includes an updated complaints procedure, to reflect the name of the Independent Office for Police Conduct and other procedural amendments.

2. LINKS TO STRATEGY

- 2.1 The Police Reform and Social Responsibility Act 2011 requires the establishment of a Police and Crime Panel within each police force area to support and challenge the local Police and Crime Commissioner. The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2011 provides the legislative background to the handling of complaints by the Panel and the Police and Crime Panels (Application of Local Authority Enactments) Regulations 2012 also provides procedural requirements for the Panel.

3. BACKGROUND

- 3.1 The Gwent Police and Crime Panel ("the Panel") was established in November 2012 following the first elections for Police and Crime Commissioners. The Panel has statutory responsibilities as to the handling and determination of certain complaints made against the Police and Crime Commissioner (PCC) and Deputy Police and Crime Commissioner (DPCC). The Panel agreed its procedure for the handling of complaints on 15th February 2013. A revised document is attached at appendix 1, in order to reflect the changes required to the procedure document, since the establishment of the Independent Office for Police Conduct, as well as a few minor updates, the changes are highlighted in bold and italics.
- 3.2 Under this procedure the Panel has delegated its functions to the Head of Legal Services at Caerphilly County Borough Council (the Gwent Police and Crime Panel's Host Authority) who must consult with the Chair and Vice Chair and the co-opted members of the Gwent Police and Crime Panel in determining type of complaints received and the strategy for managing complaints for local resolution and the Panel's final resolution of complaints. The Chief Executive of the Gwent Police and Crime Commissioner's Office is consulted on the strategy for determining whether complaints are considered by the Panel or referred to the Independent Office for Police Conduct (IOPC) or a third party.
- 3.3 As part of the procedure, the Panel also agreed a protocol for managing complaints to ensure that complaints received are dealt with in a timely fashion, correctly identified as being complaints which fall to the Gwent Police and Crime Panel for action and other complaints, for example, about the PCC's staff or Gwent Police are directed as appropriate.

4. COMPLAINTS DATA

- 4.1 There were two complaints received for the period from November 2017 to November 2018. The Recorded Complaints and Conduct Matters Register November 2017 – 2018 is attached at appendix 2. In addition two complaints that were previously unresolved and were reported to the Gwent Police and Crime Panel on 22nd December 2017 are also included, in order to advise Panel Members of the outcome.
- 4.2 There are three categories of complaints with the corresponding outcomes:
- A Complaint - a general complaint about the PCC or DPCC that is not a Conduct Matter or a Serious Complaint, or is a complaint that ceases to be investigated by the Independent Police Complaints Commission or a police force. The Panel is responsible for the informal resolution of these complaints.
 - A Conduct Matter - a matter where there is an indication (whether from the circumstances or otherwise) that the PCC and/or DPCC may have committed a criminal offence. Conduct matters can arise without a Complaint being made (for example, press stories). The Gwent Police and Crime Panel must notify the IOPC of Conduct Matters. The IOPC are responsible for considering all Conduct matters.
 - A Serious Complaint - a complaint about the conduct of the PCC or DPCC which constitutes or involves, or appears to constitute or involve the commission of a criminal offence. The Gwent Police and Crime Panel must notify the IOPC of Serious Complaints. The IOPC are responsible for considering all Serious Complaints.
- 4.3 During the period November 2017 and November 2018 there was one general complaint which was not upheld. There is also one serious/conduct complaint received, which is awaiting the response from the IOPC.
- 4.4 There have been no trends identified or areas of concern for consideration by the Panel and monitoring will continue. Other correspondence has also been received during the past year with complaints against the Police and this is always referred appropriately.

5. FINANCIAL IMPLICATIONS

- 5.1 This handling of complaints is funded using the existing resources within the Home Office Grant.

6. EQUALITIES IMPLICATIONS

- 6.1 Monitoring of complaints by the Panel addresses the statutory duties under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 as any specific complaints to the Panel around alleged discrimination can be considered as well as the monitoring of complaints from people who fall under the categories protected by the Equality Act 2010.

7. CONSULTATION

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

8. RECOMMENDATION

- 8.1 The Panel are asked to endorse the amendments to the complaints procedure attached at appendix 1.

- 8.2 The Panel are asked to note the information provided in relation to complaints listed at appendix 2.

9. REASONS FOR THE RECOMMENDATIONS

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

10. STATUTORY POWERS

- 10.1 Police Reform and Social Responsibility Act 2011.

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Consultees: Robert Tranter, Head of Legal and Monitoring Officer, Caerphilly County Borough Council
Sian Curley, Chief Executive Office of the Gwent Police and Crime Commissioner

Appendices

Appendix 1: Complaints Procedure: Gwent Police And Crime Commissioner And Gwent Deputy Police And Crime Commissioner.

Appendix 2: Recorded Complaints and Conduct Matters Register November 2017 – 2018

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Gwent Police and Crime Panel

Panel Heddlu a Throseddu Gwent

COMPLAINTS PROCEDURE: GWENT POLICE AND CRIME COMMISSIONER AND GWENT DEPUTY POLICE AND CRIME COMMISSIONER

Introduction

This procedural note details the complaints procedure relating to the Gwent Police and Crime Commissioner (PCC) and Gwent Deputy Police and Crime Commissioner (DPCC). The note is based on the provisions of the Police Reform and Social Responsibility Act 2011, the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2011 and the Police and Crime Panels (Application of Local Authority Enactments) Regulations 2012.

Role of Gwent Police and Crime Panel

The Gwent Police and Crime Panel ("the Panel") have statutory responsibilities as to the handling and determination of certain complaints made against the PCC and DPCC. The Panel has delegated its functions to the Head of Legal **Services** at Caerphilly County Borough Council (the Gwent Police and Crime Panel's Host Authority) who must consult with the Chair, Vice Chair **and Independent Members** of the Gwent Police and Crime Panel in determining type of complaints received and the strategy for managing complaints for local resolution and the Panel's final resolution of complaints.

Overview

In practice, it will be the Head of Legal **Services** at Caerphilly County Borough Council who will make decisions about the management and resolution of complaints in consultation with the Chair, Vice Chair **and Independent Members** of the Gwent Police and Crime Panel. The Chief Executive of the Gwent Police and Crime Commissioner's Office will be consulted on the strategy for determining whether complaints will be considered by the Complaints Group of the Panel or referred to the Independent Office for Police Conduct (IOPC) or a third party. The Head of Legal **Services** and Chief Executive of the Gwent Police and Crime Commissioner's Office have developed a protocol (attached as appendix 1) for managing complaints. This will ensure that complaints received are dealt with in a timely fashion, correctly identified as being complaints which fall to the Gwent Police and Crime Panel for action and other complaints, for example, about the PCC's staff or Gwent Police are re-directed as appropriate.

For more information about the complaints procedure please contact **Catherine Forbes-Thompson Interim Head of Democratic Services** at Caerphilly County Borough Council on 01443 864279 or email forbec1@caerphilly.gov.uk

Types of Complaints

There are 3 different categories of complaints:

A Complaint - a general complaint about the PCC or DPCC that is not a Conduct Matter or a Serious Complaint, or is a complaint that ceases to be investigated by the **Independent Office for Police Conduct (IOPC)** or a police force. The Panel is responsible for the informal resolution of these complaints.

A Conduct Matter - a matter where there is an indication (whether from the circumstances or otherwise) that the PCC and/or DPCC may have committed a criminal offence. Conduct matters can arise without a Complaint being made (for example, press stories). The Gwent Police and Crime Panel must notify the **IOPC** of Conduct Matters. The **IOPC** are responsible for considering all Conduct matters.

A Serious Complaint - a complaint about the conduct of the PCC or DPCC which constitutes or involves, or appears to constitute or involve the commission of a criminal offence. The Gwent Police and Crime Panel must notify the **IOPC** of Serious Complaints. The **IOPC** are responsible for considering all Serious Complaints.

Evidence for Conduct Matters and Serious Complaints

The difference between a Conduct Matter and a Serious Complaint is the level of evidence present in the complaint or other circumstances (eg. press reports) as to whether a criminal offence has potentially been committed by the PCC or the DPCC. It is not for the Panel to determine whether a criminal offence has been committed, only to make a judgement as to whether a complaint should be considered a Conduct Matter or Serious Complaint.

A Conduct Matter - Requires evidence to show an indication that a criminal offence may have been committed. A mere assertion without more, that a criminal offence has been committed is unlikely to suffice. However, an assertion coupled with a fairly low degree of evidence is likely to be an adequate sign of potential criminal conduct, resulting in the matter being referred to the **IOPC** as a Conduct Matter

A Serious Complaint - There must be evidence of conduct that constitutes or appears to constitute or involve the commission of a criminal offence. A Serious Complaint requires stronger evidence, as the evidence must show that there is conduct that appears to constitute or involve the commission of an offence. Therefore, the level of evidence will be more than for a Conduct Matter but is likely to be much less than would be required by a court.

Making a Complaint about the Gwent Police and Crime Commissioner or the Gwent Deputy Police and Crime Commissioner

Complaints about the Gwent Police and Crime Commissioner (PCC) or Gwent Deputy Police and Crime Commissioner (DPCC) should be addressed to the Head of **Legal Services**, Caerphilly County Borough Council, Penallta House, Tredomen Park,

Ystrad Mynach, CF82 7PG or using the contact us section of the Panel's **website** www.GwentPCP.org.uk

Alternatively, complaints can be sent to the PCC, DPCC, Chief Executive to the Office of Gwent Police and Crime Commissioner or Chief Constable. All are contactable at the following address, Gwent Police Headquarters, Croesyceiliog, Cwmbran, NP44 2XJ or email commissioner@gwent.pnn.police.uk. Finally complaints can be sent directly to the **Independent Office for Police Conduct, PO Box 473, Sale, M33 0BW or email oversight@policeconduct.gov.uk**

Receipt of Complaints

Complaints relating to the Gwent PCC and DPCC which are received by the PCC, DPCC, Chief Executive to the Office of Gwent Police and Crime Commissioner or Chief Constable must be sent to the Gwent Police and Crime Panel as soon as practicable.

Upon receipt of a complaint, the Gwent Police and Crime Panel will check that the complaint relates to either the Gwent Police and Crime Commissioner or the Gwent Deputy Police and Crime Commissioner. If the complaint relates to a person other than the PCC or DPCC the complaint will be forwarded to the appropriate office and the complainant informed.

Determining Type of Complaint

The Head of Legal **Services** at Caerphilly County Borough Council will consult the Chief Executive of the Gwent Police and Crime Commissioner's Office and the Chair and Vice Chair of the Gwent Police and Crime Panel to determine the type of complaint; namely, a complaint for local resolution by the Panel or whether the complaint should be considered a 'Conduct Matter' or 'Serious Complaint' and referred to the **IOPC** for determination.

If the complaint is considered to be a complaint for local resolution (in whole or part) the complainant will be notified of that fact and provided with an explanation of the action the Panel intend to take. The Panel will also inform the Chief Executive of the Gwent Police and Crime Commissioner's Office. Likewise, if the complaint is considered to be a 'Conduct Matter' or 'Serious Complaint' it will be referred to the **IOPC** for determination and the complainant notified.

The Recorded Complaints and Conduct Matters Register

If the complaint relates to the PCC or DPCC the complaint will be registered in the 'Recorded Complaints and Conduct Matters Register'.

The Recorded Complaints and Conduct Matters Register is used to record the following information; a summary of the complaint, the category of complaint (Complaint, Conduct Matter or Serious Complaint), the date of receipt, an indication of intended action on the Complaint and any other information deemed relevant.

If any of the following exceptions apply, it is not necessary to record a Conduct Matter:

- The matter has already been recorded as a complaint or
- The matter has or is being dealt with by means of criminal proceedings against the PCC or DPCC.

If the **IOPC** becomes aware of a Conduct Matter that has not been recorded by the Panel, the **IOPC** may direct the Panel to record the complaint.

If any of the following exceptions apply, it is not necessary to record a Complaint:

- If it has been or is currently being dealt with by criminal proceedings: this will normally be the case where the Police have formally charged the person complained about or information alleging an offence has been laid before a magistrate's court or
- The Complaint has been withdrawn.

If recorded (in whole or part) the Panel will notify the Complainant of that fact and provide information about the next steps to be taken in relation to the Complaint.

Likewise, the Complainant will be informed of the decision not to record the Complaint and not to take any further action, the grounds on which that decision was made and whether the decision relates to all or part of the Complaint.

The Panel will also inform the Chief Executive of the Gwent Police and Crime Commissioner's Office.

Requiring More Information Before Recording a Complaint

Where the Head of Legal **Services** considers more information is required in order for a complaint to be considered, he may ask the complainant for additional information.

A decision will then be made whether to record the complaint in the Recorded Complaints and Conduct Matters Register and how the complaint will be progressed.

Complaints Made to the PCC and DPCC and Preservation of Evidence

Where a Complaint is made directly to the PCC and/or DPCC, both are under a statutory duty to take all such steps as appear to them to be appropriate for obtaining and preserving evidence in relation to the complaint in question. In discharging this duty they shall take such steps as a reasonable person would consider appropriate in the circumstances to obtain and preserve evidence, and in any event shall comply with any requests of the Panel.

By not later than the end of the next working day following the day on which the Complaint was made to them, the PCC and/or DPCC must notify the Panel in writing (either by letter or email) of the Complaint (including a copy of the complaint) and provide details of the steps they have taken to preserve such evidence, including its location and in whose custody it is.

Complaints Made to a Member of the Police and Crime Panel

Any complaint addressed to any Member of the Panel should be immediately directed to the Head of Legal **Services** at Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or **email** gwentpcp@caerphilly.gov.uk **along with any other available information that is relevant to the complaint.**

Complaints Made to the Chief Constable of Gwent Police

Where a complaint is made to a Chief Constable of Gwent Police, it is the duty of the Chief Constable to give notification of the complaint to the Panel.

Complaints Made to the *Independent Office for Police Conduct (IOPC)*

When a complaint is made to the **IOPC**, it is the duty of the IOPC to notify the Panel, unless the **IOPC** considers that there are exceptional circumstances to justify the notification not being given.

Conduct Outside England and Wales

The Gwent PCC and DPCC shall inform the Panel of any allegation, investigation or proceedings in relation their conduct which does not amount to a Conduct Matter (as outlined above) only because the conduct in question did not occur in England or Wales. The Panel may deal with any such instances in whatever manner the Panel considers fit.

Conduct Matters Arising from Civil Proceedings

Where the Panel receives notification that civil proceedings involving a conduct matter have been brought against the Gwent PCC or DPCC by a member of the public, or it appears that proceedings are likely to be brought, the Panel shall record the matter and consider it as a complaint.

The Panel's Duty to Obtain and Preserve Evidence

When a complaint comes to the attention of the Panel, it is under a duty to secure that all steps as appropriate are taken for obtaining and preserving evidence in relation to the complaint in question.

No Action on a Recorded Complaint

If the Panel considers that a Recorded Complaint for local resolution is one which requires no action should be taken, or it falls within the circumstances set out below, then the Panel may handle the complaint in whatever manner it thinks fit.

The types of Recorded Complaint that maybe dealt with in this way are:

- Where more than twelve months have elapsed since the incident and there is no reason for the delay, or injustice would be caused by it;
- The matter has already been the subject of a complaint;
- The Complaint is anonymous;
- The Complaint is vexatious, oppressive or otherwise an abuse of the procedures, or
- The Complaint is repetitious. A “repetitious complaint” is one which is the same or substantially the same as a previous complaint, or concerns the same conduct as a previous conduct matter, contains no fresh allegations which affect the account of the conduct complained of, no fresh evidence (being evidence not reasonably available at the time the previous complaint was made and in respect of which a previous determination or withdrawal of complaint has been made).

The Panel must notify the Complainant that it has decided to handle the Recorded Complaint by taking no further action. The Panel will also inform the Chief Executive of the Gwent Police and Crime Commissioner’s Office.

Call in by IPCC

The Panel must refer a Recorded Complaint to the **IOPC** if it is notified that the **IOPC** itself requires the complaint to be referred to the **IOPC**.

Referral of Complaints and Conduct Matters to the IOPC

Where a Recorded Complaint or Recorded Conduct Matter is to be referred to the **IOPC** then the Panel shall do so as soon as is practicable, and in any event not later than the end of the day following the day on which it becomes clear to the Panel that the Complaint or Conduct Matter is one that should be referred to the **IOPC**. The details in the Register will be made available to the **IOPC** together with such other information as the Panel considers appropriate.

On referring a Recorded Complaint to the **IOPC**, the Panel must notify the Complainant and the person complained about of the referral, unless it appears to the Panel that notifying the PCC or DPCC might prejudice a possible future investigation.

Referral of Complaints and Conduct Matters from the IOPC to the Panel

Where the **IOPC** determines that it is not necessary for it to investigate a Recorded Serious Complaint, it may refer the Complaint back to the Panel who must deal with the referral in accordance with the Informal Resolution of Complaints procedure outlined below. The **IOPC** will notify the Complainant and the PCC or DPCC complained against about this decision.

The **IOPC**, where it determines that it is not necessary for it to investigate a Recorded Conduct Matter, may refer the matter back to the Panel who may deal with it in any manner that the Panel thinks fit. The **IOPC** will notify the PCC or DPCC complained against about this decision.

Withdrawal of Complaints

If the Panel received a notification that the complainant wishes to withdraw their Complaint, signed either by them or their solicitor or other acting on their behalf, then the complaint shall cease to apply subject to the following:

- If the Recorded Complaint is with the **IOPC**, the Panel must notify the **IOPC** that it has recorded the withdrawal of the complaint
- In the case where the **IOPC** has referred the Recorded Complaint to the Panel, it must consider whether it is in the public interest for the Complaint to be treated as a Conduct Matter (notwithstanding the complaint's withdrawal) and shall notify the **IOPC** accordingly.

In respect of a Recorded Complaint which has not been notified to the **IOPC**, the Panel must determine whether it is in the public interest for the Complaint to be treated as a Conduct Matter despite the Complainant's withdrawal of it. The Panel shall notify the PCC or DPCC complained about of the recording of a withdrawal of the Recorded Complaint and whether he/she has decided to treat it as a Recorded Conduct Matter notwithstanding, and shall amend the Register accordingly.

The **IOPC**, on receiving notification of withdrawal from the Panel of a Recorded Complaint referred to it, shall determine whether it is in the public interest for the Complaint to be treated as a Recorded Conduct Matter and notify the Panel, who shall notify the complainant and amend the Register accordingly.

If the **IOPC** refers a matter back to the Panel, in the case of a Recorded Complaint it shall be dealt with in accordance with the Informal Resolution procedure outlined below and, in the case of a Recorded Conduct Matter in such manner as the Panel may determine.

Informal Resolution of Complaints by the Panel

A Recorded Complaint against a PCC and/or a DPCC shall be dealt with by the Panel way of informal resolution.

Informal resolution is considered to be encouraging, facilitating, or otherwise assisting in the resolution of the complaint otherwise than by legal proceedings.

Delegation of Informal Resolution Complaints

The Head of Legal **Services** at Caerphilly County Borough Council will be responsible for undertaking the process of informal resolution. In doing so the Chair, Vice Chair **and Independent Members** of the Gwent Police and Crime Panel must be consulted about the proposed local resolution strategy and the proposed outcome of the complaint.

Invitation for Complainant and Person Complained Against

Upon receipt of a complaint the Panel shall invite the complainant and person complained against an opportunity to comment on the complaint. Should the person complained about chose not to comment the Panel shall record this in writing.

Further Information

The procedure for informal resolution shall not include a formal investigation of the complaint but documents in relation to the complaint and meetings with the person complained against maybe requested.

Resolved Complaints

Where it appears to the Panel that a Recorded Complaint against the PCC and/or DPCC had in fact already been satisfactorily dealt with at the time it was brought to their notice, the Panel may, subject to any further representations, treat it as having been resolved.

Apologies

The Panel may seek informally to resolve a complaint by securing an apology from the PCC or DPCC for the Complainant, either directly or indirectly. The Panel shall not, however, tender on behalf of the person complained against an apology for the conduct unless the person complained against has agreed to issue the apology.

Consultation on Draft Decisions

The Panel shall, prior to making a final decision that a complaint has already been resolved, give the complainant and the person complained against an opportunity to comment on the proposed decision.

Where the person complained against chooses not to comment on the complaint, the Panel shall record this fact in writing.

Final Resolution

Where a Recorded Complaint has been subjected to informal resolution, the Panel shall as soon as practicable make a record of the outcome of the procedure and send a copy of that record to the complainant and the person complained against.

The Panel shall not publish any part of any such record unless it:

- Has given the complainant and the person complained against the opportunity to make representations in relation to the proposed publication, and
- Has considered any such representations, and is of the opinion that publication is in the public interest.

In cases where the Panel upholds a Recorded Complaint, it has no legal powers to apply formal sanctions other than to provide an opinion on the conduct of the office-holder concerned.

Record Keeping and Provision of Information

The Panel shall keep records of every complaint and purported complaint made to him or received by him; every conduct matter recorded by the Panel arising from civil proceedings or otherwise coming to the attention of the Panel and every exercise of a power or performance of a duty under the Regulations.

Annual Reporting of Complaints

The Panel shall receive a report at least annually detailing a summary of each complaint (such as can be reported in public) and the exercise of its functions for monitoring purposes.

Date: xxx December 2018

Appendix 1

COMPLAINTS PROTOCOL BETWEEN THE HEAD OF LEGAL SERVICES, CAERPHILLY COUNTY BOROUGH COUNCIL AND THE CHIEF EXECUTIVE OF THE OFFICE OF THE GWENT POLICE AND CRIME COMMISSIONER.

The Regulations set out the functions of the Gwent Police and Crime Panel (PCP) in dealing with complaints and conduct matters referred for its attention and which raise allegations against the Gwent PCC and/or DPCC.

The purpose of this protocol is to ensure that complaints and conduct matters which fall within the scope of the regulations are dealt with effectively in adherence with the Regulations in a manner which maintains and improves public confidence in the police complaints system.

Reference within this Protocol to Chief Executive infers the position of Chief Executive to the Office of the Gwent Police and Crime Commissioner. Similarly, reference to the **Head of Legal Services** infers the position of the **Head of Legal Services** of the Host Local Authority, Caerphilly County Borough Council.

The responsibility of the PCP to manage the day to day conduct of the operation of the regulations is delegated to the **Head of Legal Services** in consultation with the Chief Executive.

Whilst complainants will be encouraged in the first instance to forward complaints against the PCC/DPCC for the attention of the **Head of Legal Services**, it is recognised that such complaints will from time to time be addressed directly to the office of the PCC. It is agreed that in such circumstances, the Chief Executive will retain responsibility to forward such complaints for the attention of the **Head of Legal Services** at the earliest opportunity, and in any event within five working days of receipt of the complaint. The Chief Executive will further be required to express a view to the **Head of Legal Services** within five working days as to the process for the handling of the complaint.

It is agreed that the Chief Executive shall be notified with immediate effect of all incoming complaints received by the Police and Crime Panel (PCP) and within five working days of receipt, shall indicate his/her view as to the appropriate handling of the complaint.

It is envisaged that the view expressed by the Chief Executive on any complaint received will be one of the following:

1. The complaint falls within the scope of the Regulations and accordingly requires a recording decision and consideration of referral to the IPCC;
2. The Complaint raises allegations against a member of staff within the office of the PCC and should be referred to the Chief Executive to consider.

3. The Complaint raises allegations against the Chief Constable of the home Police Force and is required to be handled by the PCC in accordance with the provisions of the Police Reform Act 2002;
4. The Complaint relates to a police officer of the home Police Force, below the rank of Chief Constable, and should be referred to the Professional Standards Department as the delegated department to consider such complaints on behalf of the Chief Constable who is the Appropriate Authority;
5. The complaint should be handled otherwise than in accordance with Part 4 of the Regulations (referring to Informal Resolution) in accordance with the grounds for disapplication stipulated within Regulation 15(3).

Where a complaint encompasses allegations against the PCC/DPCC and any other individuals considered within points 2, 3 and/or 4 above, it shall be dealt with in accordance with all applicable procedures and the Chief Executive and the **Head of Legal Services** shall co-operate in ensuring that action taken in relation to such matters are shared as appropriate.

Where the complaint raises allegations against the Chief Executive it shall be referred to the PCC to consider.

It shall be the responsibility of the **Head of Legal Services** to make a recording decision in respect of any complaint or conduct matter received against a PCC or DPCC, and he/she shall do so in accordance with the delegated powers bestowed to him/her by the PCP.

Where a complaint or conduct matter falls within the scope of the Regulations and a recording decision is subsequently required to be made which does not involve referral of the same to the **IOPC**, the Chief Executive shall, following the recording of the complaint, ensure that the PCC and/or DPCC is advised of the allegations raised within the complaint.

The PCP shall endeavour to facilitate a satisfactory outcome to the complaint with a view to avoiding, if possible, the application of the informal resolution process under Part 4 of the Regulations.

If it is not possible to secure a satisfactory outcome for the complainant the matter shall be referred to the **Head of Legal Services** who shall invoke the informal resolution process in accordance with any directions and delegations of the PCP.

Where matters are raised to the **Head of Legal Services** or directly to the Chief Executive, which relate to service delivery rather than conduct of the PCC/DPCC, it shall be the responsibility of the Chief Executive to handle such matters and facilitate a satisfactory outcome.

In such cases, the Chief Executive reserves the right to refer any service delivery matter for the attention of the **Head of Legal Services** where it becomes apparent during the course of initial enquiries that the matter does in fact require a recording decision to be made and/or requires referral to the **IOPC**.

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RECORDED COMPLAINTS AND CONDUCT MATTERS REGISTER

(November 2017 – November 2018)

No	Date of Receipt	Summary of Complaint	Complaint Category (Serious Complaint, Conduct Matter or Complaint)	Intended Action	Other Information
Previously Unresolved Complaints from 2016 -2017					
1	2 nd October 2016	Complaint against PCC	Complaint	Completed - No Further Action	No Further Action – OPCC asked to write to complainant to apologise for delay in providing information
2	18 th July 2017	Complaint against PCC	Conduct Matter – re-categorised as Complaint	Completed - No Further Action	No Further Action – complaint not upheld
New Complaints from December 2017					
3	21 st December 2017	Complaint against PCC	Complaint	Completed - No Further Action	No Further Action – complaint not upheld
4	13 th September 2018	Complaint against former PCC	Conduct Matter /Serious Complaint	Ongoing - Referred to IOPC	

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Police and Crime Commissioner for Gwent Scrutiny and Performance Framework

Quarter 2 Report

This report has been completed to provide a high level and full overview of the Gwent Police and Crime Commissioner's oversight and scrutiny of Gwent Police performance in relation to the Police and Crime Plan. At the November Strategy and Performance Board the Chief Constable stated that he was confident that the Quarter 2 Performance Report provided assurance of Gwent Police performance within the resources available to him.

The Gwent Police and Crime Commissioner has asked that information be provided in relation to all success measures and force indicators. Some of this information has not been reported for the year so far. The Police and Crime Commissioner expects that all information will be provided by quarter 3 and in some exceptional cases quarter 4. In a small number of areas a data baseline is not suitable or possible. The Chief Constable has agreed to provide a schedule for performance reporting for the remainder of this year and for future years.

Definitions:

1. BRAG Rating
 - Blue= Planned
 - Red= Limited Assurance
 - Green= Substantial Assurance
2. Current Force Performance- data for the current quarter.
3. Police Activity- description and explanation of the current policy activity for the quarter that assists in contextualising data.

(Unless otherwise stated information is provided from Gwent Police systems)

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
Crime Prevention						
People in Gwent saying that they feel safe and are safe	Public Confidence Percentages	Year to December 2017 (Crime Survey England Wales figures) Community understanding - 62.3% Confidence - 67.9% Fair Treatment- 63.6% Police Deal with community priorities - 52% Police do a good or excellent - 50.9% Police or council dealing with crime -58.5% Reliable - 54% Respect - 85.1%	Year to December 2016 (CSEW figures) Community understanding - 66.8% Confidence - 65% Fair Treatment – 58.9% Police Deal with community priorities- 54.6% Police do a good or excellent - 50.8% Police or council dealing with crime – 55.6.% Reliable – 51.1% Respect - 85.1%	<p>The University of Policing Science (UPSI) is working with Gwent Police around public engagement and local perceptions.</p> <p>PCSO training – engagement has been agreed through the Engaged Communities Meeting.</p>	<p>The Police and Crime Commissioner (PCC) asked the Chief Constable (CC) in the September Strategic Performance Board (SPB) about what is planned to improve performance in this area and he is yet to be satisfied that actions are being taken that will fully satisfy what is required to evidence performance. OPCC staff will follow this up until a substantial update is provided. We expect an update to be available by January 2019.</p> <p>The Office off the Police and Crime Commissioner (OPCC) Communications and Engagement team have been challenging and scrutinising GP approach to engagement and tacking public confidence issues in the Engaged Communities</p>	Amb er

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
					Meeting.	
People in Gwent are and feel less affected by crime	Number of recorded volume crimes by type	Crime Numbers 2018/19 Q2 Gwent Police Total Recorded Crime - 15073 All Other Theft - 1271 Bicycle Theft - 109 Burglary All - 844 Criminal Damage & Arson - 2500 Drug Offences - 374 Misc. Crimes Against Society - 351 Other Sexual Offences - 254 Possession Of Weapons - 60 Public Order Offences - 2276 Rape - 142 Rape Report (Non-Crime) - 30 Robbery - 76 Shoplifting - 867 Theft From The Person - 89 Vehicle Crime - 745 Violence With Injury - 1475	Crime Numbers 2017/18 Q2 Total Recorded Crime - 12026 All Other Theft - 1239 Bicycle Theft - 112 Burglary All - 618 Criminal Damage & Arson - 2179 Drug Offences - 345 Misc. Crimes Against Society - 262 Other Sexual Offences - 221 Possession Of Weapons - 62 Public Order Offences - 1107 Rape - 107 Rape Report (Non-Crime) - 16 Robbery - 66 Shoplifting - 970 Theft From The Person - 98 Vehicle Crime - 920 Violence With Injury - 1170 Violence Without Injury -	Recorded crime in Gwent continues to increase. However, Crime Survey of England and Wales data shows that people's perception of crime is not changing. Crime recording has improved which has increased numbers e.g. some public order offences were being inappropriately recorded as Anti-Social Behaviour (ASB). There are areas including rape and domestic abuse offences where increased reporting can evidence a confidence in reporting. The force is completing internal reviews of all rape cases. Areas including robbery, weapons offences may	At the November SPB the OPCC asked about what crimes the force is focusing on. The Assistant Chief Constable (ACC) informed the meeting that resources are being targeted at Burglary and violence without injury due to the significant increases in these categories. A further reason for concentrating on violence without injury is the number of domestic abuse offences that are recorded in this category. At the November SPB the OPCC asked for a further understanding of whether the rape offences were more historic or recent, whether there were any changing trends and whether the increase was due to victim confidence or actual increase of crime. The ACC stated that the balance of historic and recent is slightly	Amb er

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		Violence Without Injury - 3605 Homicide - 1 Not Finalised - 7	2265 Homicide - 1 Not Finalised - 0	have links to organised crime. The increase in drug offences can be linked to Police operations. There is a Newport Serious Organised Crime (SOC) project funded by the Home Office. Results will not be available from this project until Q4.	<p>changing. She was hesitant to fully state what the increase was due to. Gwent Police have looked to find research support to help them understand this area and % of people disclosing to the police in Gwent.</p> <p>In other meetings, there has been scrutiny of ASB management, quality of investigations in domestic abuse and rape offences. We have had oversight of the domestic abuse action plan and made aware of further internal scrutiny of rape offences.</p> <p>The force has not been monitoring reoffending across all crimes and therefore there is an absence of subsequent targeting of resources. We will be working with the force and criminal justice partners to understand the picture of offending and re-offending in Gwent.</p> <p>Understanding the Youth Justice</p>	

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	Youth offending rates/Reduction of reoffending	Re-offending to be reported on in Q3		Performance monitored at Youth Offending Services Management Boards with police in attendance.	<p>picture is an area of work that the Strategy and Policy PCC Team will be focusing on in the next quarter. Among other matters, we will be ensuring we have a consistent data set using the same sources for Youth Offending Rates for all 3 Youth Offending Services. We will be working with all 3 Youth Offending Service Managers and the lead for Child Centred Policing in Gwent Police in the new year to develop understanding and support developments appropriately. This includes understanding offending and reoffending, trends for First Time Entrants to inform prevention work and children and young people in custody.</p> <p>Effective use of stop and search can help to reduce crime, either on their own or as part of planned operational activity – the Legitimacy Scrutiny Panel monitors the purpose and outcomes of encounters to ensure that the powers are</p>	

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
					being used effectively; the observations are used by the Force to support the internal improvement work. We continue to focus scrutiny on drug and bladed-weapon related stop searches, which provide a national concern and may contribute to some crimes in Gwent.	
The provision of effective diversionary schemes to people who might otherwise offend	Number of people: accessing women's pathfinder scheme, young people accessing Bureau (Bureau is a youth diversion scheme that supports young people committing first time, low level offences and diverts them away from the criminal justice system)	Women's Pathfinder April- October 2018 (Newport Women's Aid Report) 55 Women accessed the Pathfinder scheme 80% of all Women supported engaged.	Women's Pathfinder October 2017 –April 2018 (Newport Women's Aid Report) 40 Women accessed the Pathfinder scheme. 86% of all Women supported engaged.	Gwent Police continue to work with Newport Women's Aid -the Women's Pathfinder delivery partner, to ensure all appropriate women are referred.	Through previous SPB, Operation Efficiency and Effectiveness Board and other meetings the PCC and team have asked further questions about the evidence base for the success of the offender management programmes. This has yet to be provided. The OPCC attended the Q2 commissioning meeting for IRIS. We will be working on ACE	Green

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Page 67		IRIS Project- Criminal Justice Based Drug and Alcohol Interventions 2018/19 (Palbase Case Management System) Q2- 414 referrals	IRIS Project – Criminal Justice Based Drug and Alcohol Interventions 2018/19 Q1- 378 referrals	Referrals to IRIS are received from probation, prison and police custody. The highest numbers of referrals are for people in Newport but there are significant numbers from Monmouthshire. The engagement average is 80%.	<p>informed practice with all criminal justice partners. The OPCC has also agreed to work with probation, G4S and Gwent Drug And Alcohol Service (GDAS) to address issues of short sentencing. We are seeking further information in relation to comparative data for 2017/18.</p> <p>The largest offending age group is 18-25 and in the new financial year the PCC will be commissioning a diversion service for this cohort. We will also be looking for opportunities to increase diversion for ex-service personnel.</p>	
Offenders are brought to justice quickly and dealt with using the most appropriate means	Number / percentage of crimes allocated for further investigation broken down by crime type	This information has been requested from Gwent Police		The Integrated Offender Management Unit currently manages 170 offenders. These are mostly people with a high level of offending relating to acquisitive crime. They are managed by the Community Rehabilitation	The management of offenders has been scrutinised via Strategic Performance Board, Operational Efficiency and Effectiveness Board (OEEB) and previous SPB meetings. The PCC and staff have asked, on a number of occasions, for information relating to the	Amb er

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	National Case File Quality Performance	To be reported in Q3		Company. The close monitoring of changes in offending to an increase in crimes relating to drug supplies has brought a multi-agency agreement to target Organised Crime Groups. Using the Home Office IDIOM programme that monitors offending rates and associated costs in the last 12 months an estimated £2.8 million costs and approximately 1,000 offences have been prevented.	impact and success of the Gwent Police Offender Management Programmes. This has not been provided to the extent that we would like.	
	Internal measure of file quality e.g. timeliness of file submissions	To be reported in Q3				
	Active Risk Management completion rates	ARMS Completion Rates September 2018 65.4%		The MOSOVO (Management of Sex Offenders and Violent Offenders) team complete the Active Risk Management documents in order to assess and manage risks of sexual offenders. This will inform the offender management approach for each person.	We regularly monitor ARMS completion rates due to it being an area that we recognised improvement was required. The completion rates are increasing. We will continue to monitor progress of ARMS completion and expect this to increase following reassurances by the Chief Constable.	
	MAPPA Performance (MAPPA is multi-agency public protection	To be reported in Q3			A further question put in writing following the November SPB was 'Are Gwent Police satisfied that they have the correct resources and understanding of	

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	<p>assessment and coordinates management of offenders who are high risk)</p> <p>WISDOM Performance</p> <p>(Wisdom is a pilot programme delivered by probation and police managing high risk domestic abuse perpetrators)</p>	Data has been requested from Gwent Police		<p>WISDOM- targeting high risk offenders of domestic abuse manages a cohort of 20 offenders in the community and custody. Gwent Police have made significant effort to increase the ARMS completion. The monitoring of people in custody has led to the identification of continued offending with one offender receiving a further 16 month sentence for offending.</p>	<p>risk levels of the MOSOVO cohort to manage it effectively?' If not what can be done or what are the constraints in making improvements'?</p>	
Evidence of positive outcomes, for example, community resolutions:	<p>Number of community resolutions;</p> <p>(A Community Resolution is a way of dealing with an offender which is proportionate to</p>	<p>Community Resolutions</p> <p>2018/19 Q2-79</p>	<p>Community Resolutions</p> <p>2018/19 Q1 - 79</p>	<p>Further work is being undertaken by Gwent Police to understand Community Resolutions use and impact. This is the first time this has been reported to the PCC so</p>	<p>The OPCC has asked for further understanding of the data and information on Community Resolutions to include how Gwent Police are undertaking their own scrutiny of the use of community resolutions and improving use of them. The ACC replied that they will be</p>	Green

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	lower level crime. It can be offered when the offender admits an offence, in most cases, where the victim has agreed that they do not want more formal action taken.)			there is no baseline data.	looking at forces with best practice in the area as well as examining the community resolutions implemented in Gwent Police. The OPCC/ HoS will continue to monitor use and impact, particularly in relation to the use of Restorative Justice.	
	Number of Sexual Harm/Offences Prevention Orders sought/obtained/ breaches	Sexual Harm Prevention Orders 2018/19 Q2 Applied for-14 Granted- 14 Breaches-2	Sexual Harm Prevention Orders 2018/19 Q1 Applied for-22 Granted- 15 Breaches-3	Sexual Harm Prevention orders are applied for by the police and granted by the courts. They are used to strengthen the management powers of convicted or cautioned sexual offenders. When an offender breaches the order they are arrested.	Scrutiny of the MOSOVO team and management of sex offenders takes place in Operational Efficiency and Effectiveness Board. We believe action in this area is appropriate.	
	Outcomes per crime type	To be reported in Q3				

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
Page						
Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rati ng
Supporting Victims						
Victims in Gwent are more satisfied with the service they receive	Victim Satisfaction Overall Satisfaction percentages	Victim Satisfaction October 2017- September 2018 Gwent Police Survey Data Overall crime satisfaction - 79% ASB victims - 81% Hate crime - 81% Kept informed - 64%	Victim Satisfaction October 2016- September 2017 Overall crime satisfaction - 79.7% ASB victims - 77.1% Hate crime - 87.2% Kept informed - 68.9%	Gwent Police have started a victim's strategy group to look at all areas of victims services for improvements. Modelling work is being undertaken by the Strategy and Change team around an 'update team'.	At SPB the OPCC team acknowledged that overall victim satisfaction has remained the same for this reporting period. They pointed out that Keeping Victims Informed has been an issue for Gwent Police and asked what is being done to address this particular area of weakness.	Amb er

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				<p>In SPB the ACC point that in areas such as <i>Ease of Contact</i> performance is good and that 8 out of 10 victims are happy.</p> <p>Chief Superintendent Marc Budden is leading on work relating to victims including develop a Gwent Police Victims Strategy and Victim Code of Practice Compliance.</p> <p>At SPB the ACC reinforced that there is an emphasis on supervision and sergeants are having regular full case load reviews. One of the checks to be completed is that victims are appropriately updated.</p>	<p>The PCC has consistently asked about what is being done to address the previous consistent decline in satisfaction and particularly the issue of being kept informed.</p> <p>The ACC informed of the action being taken including the strategy development and case file checks.</p> <p>The PCC team will be working with Gwent Police through the Victims Strategy Group to monitor and support the development of an effective approach to tackling this issue and the overall requirement of victim care and support. Areas of victim support, investigations and satisfaction are also scrutinised in OEEB, Vulnerability meeting, Serious Organised Crime Meetings.</p>	
People in Gwent feel more confident to report crimes	Victim Satisfaction Survey %-would call GP again	Victim Satisfaction October 2017-September 2018 Gwent Police Survey Data	Victim Satisfaction October 2016-September 2017 Gwent Police Survey Data			Green

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
and incidents	Outcome rates by crime type including victim does not support police action	89% of Victim's surveyed said that they would call Gwent Police again Will be reported in Q3	94% of Victim's surveyed said that they would call Gwent Police again	There is action in place to address areas of concern relating to victims support, services and investigations. This is being delivered by sergeant training and instruction to have further oversight of all front line officer caseloads. The development of a Gwent Victim's Strategy that considers the local issues along with the Ministry of Justice National Victims Strategy will be reinforced with a delivery plan with targeted activity and deliverables which will raise standards and develop practice	The PCC scrutinises and contributes to the developments that are being delivered and planned to improve outcomes for victims. They attend OEEB, Victims Strategy Meeting, Vulnerability Meeting and Connect Gwent review meetings. There are also additional meetings on a bespoke ad-hoc basis to work with police leads for defined pieces of work such as the Gwent Victims' Strategy.	
Victims in Gwent experience	Repeat victims of crimes/asb	Will be reported in Q3		At OEEB in August the Head of PPU informed us that the top 10 domestic	The Head of Strategy has met with Gwent Police Strategy, Performance and Change Team	Amb er

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
fewer repeat incidents and crimes	and specifically hate crime	<table><tr><td></td><td>VA</td><td>Arrest</td></tr></table> 		VA	Arrest	
		VA	Arrest			

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance			Baseline Comparison	Police Activity	PCC Scrutiny	BRA G Rati ng
Page 75		Apr il	326	746		increase arrests further.	expected in this financial year.	
		Ma y	363	794		At the August OEEB the Head of Criminal Justice presented information on arrests and voluntary attendance. He stated that the voluntary attendance was higher than should be expected and arrests lower. A review was being done to understand what was required to make improvements but some temporary mitigation including additional custody staff had been put in place.	We will continue to request to see the data and analysis. We expect to have a substantial update through the December OEEB.	
		Jun e	317	723				
Successful outcomes from the provision of a victim support service provided through Connect Gwent	4 Ministry of Justice outcome areas	Ministry of Justice Outcome areas April – September 2018 (service provider case management systems) People who have improved or maintained health and well- being- 183/205 Improved People are better able to			Ministry of Justice Reporting requirements have changed for this year and the data is not comparable	The management and development of the service continues. The staffing structure has been changed to focus on targeted support for vulnerable people. There has been staff training in order to improve needs assessment and victim support. High numbers of referrals continue.	OPCC staff continue to work with the Connect Gwent Team to develop an understanding of what is required by the service. It is clear that the challenge of high referral numbers and people actually accepting support needs further consideration. We expect that training and development will continue to improve outcomes for victims.	Green

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		<p>cope with everyday life- 163/207 improved</p> <p>People have increased or maintained actual or perceived safety- 176/218 improved</p> <p>People have increased confidence and knowledge of opportunities and services available- 203/225 improved</p>		At the November SPB the ACC noted the positive feedback from the very recent visit from the Victims' Commissioner.		
Having a better understanding of victim needs so that they receive a consistent and quality service from all agencies involved in providing support	Number of MARAC referrals/ Missing Children and repeats Number of DVPO Number of restraining orders Number of civil orders	<p>To be reported in Q3</p> <p>To be reported in Q3</p> <p>To be reported in Q3</p> <p>To be reported in Q3</p>		<p>Gwent Police have worked with Newport Women's Aid following a Domestic Abuse Crisis Intervention pilot to obtain Big Lottery Funding for the project. This will be enhanced from the learning developed in the pilot. It is expected to increase the number of Domestic Abuse victims agreeing to support police action and accepting support from support services. It will target high risk and repeat victims.</p>	<p>The Head of Strategy attends the vulnerability meeting where there is scrutiny of public protection strands on a rolling agenda or as required. We have been informed of the pilot dedicated DA team based in Risca police station and noted the increase in arrests and outcomes. Questions have been asked about how the improvements will be shared across the force as the team has not been introduced as a permanent one. We have been told the reviews and advice that</p>	Red Due to miss ing data

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				This will be started in November. There has been a Domestic Abuse Action Plan in place since August to drive improvements in investigations and support for victims of domestic abuse.	the team undertake will influence force practice and probationers are joining the team on a placement basis.	

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Community Cohesion						
<p>The people of Gwent have an improved level of confidence in policing, are safer, feel safer and are more empowered and more cohesive</p> <p>Page 78</p>	Public confidence percentages	<p>Year to December 2017 (Crime Survey England Wales figures)</p> <p>Community understanding-62.3% Confidence-67.9% Fair Treatment- 63.6% Police Deal with community priorities- 52% Police do a good or excellent -50.9% Police or council dealing with crime- 58.5% Reliable-54% Respect- 85.1%</p>	<p>Year to December 2016 (CSEW figures)</p> <p>Community understanding-66.8% Confidence-65% Fair Treatment- 58.9% Police Deal with community priorities- 54.6% Police do a good or excellent -50.8% Police or council dealing with crime-55.6% Reliable-51.1% Respect- 85.1%</p>			Amber
Our communities agree that they are being consulted and engaged with and that their voices are being heard	Numbers engaged and consulted with	This information has been requested from Gwent Police		The Cyber CSO works to actively engage with people in Gwent including cyber-safety, hate crime and crime prevention.	The OPCC Comms and Engagement team has been questioning the force over changes to the way in which local priorities are set through the Engaged Communities meeting and through additional meetings. It requests weekly meetings with	Amber

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	Scrutiny	BRAG Rating
					the head of corporate communications to discuss forthcoming proactive communications and campaigns. The team has commented on the communications annual outturn report. It facilitates the independent animal welfare and custody volunteers.	
Evidence that we are accessible to all and that we have listened to and responded to the views of our communities	Feedback from the IAG and public comment	At Legitimacy and Scrutiny Panel IAG members provided positive comment on Police Officer conduct during Stop and Searches including when dealing with hostile and aggressive members of the public.			The OPCC attends IAG meetings to maintain two-way engagement and that any concerns raised by members are contextualised and understood with a view to providing a response, if and when appropriate. IAG feedback is used to help inform developments or changes to strategy and policy and help drive improvements where applicable.	Red
Evidence that Gwent Police has a	BAME and disadvantaged	BAME representation Information has been	Baseline data has not been provided.	The 3 year analysis of Staff Demographic Profiles has	The PCC has previously asked about	Green

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	Scrutiny	BRAG Rating
healthy value led workforce that truly represents the communities it serves	communities recruitment and workforce representation	<p>developed from a 3 year analysis by Gwent Police</p> <p>Gwent has a visible BAME population of 3.9% (2.2% Police Officers/ 1.4% Staff)</p> <p>Gender Female 33%/ Male 67% Police Officers Female 69%/31% Male Sexual Orientation 2.6%</p> <p>Disabled Police Officers 2% and Staff 4% (non- disclosure of SO and disability means that data is non-definitive)</p>	Baseline Data has not been provided	<p>led to a better understanding of progress and gaps in representation and data. Work to be done to increase BAME officers above the rank of sergeant, female police officers in mid-rank roles and publicising opportunities with under-represented groups. A talent management course has been run for BAME officers and staff.</p> <p>Gwent Police has recruited a new Positive Action Outreach Officer who will progress a workforce strategy linked to the national NPCC/APCC strategy and toolkit.</p>	<p>targeted recruitment and representation of people from socially deprived areas. In the November SPB, the DPCC asked about targeted recruitment with people from economically deprived areas. The Deputy Chief Constable (DCC) informed that the Positive Action Outreach Officer would be doing this work</p> <p>We will continue to monitor progress against the Strategic Equality Plan objectives.at the internal Equality Meeting and the People and Diversity Board and publicly at SPB.</p>	
	Occupational Health referrals					
	Absence rates	<p>Gwent Police Occupational Health Referrals 2018/19 Q2 102</p>		Work to reduce absence continues. There has been		

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	Scrutiny	BRAG Rating
	Number of complaints	<p>Absence Rates 2018/19 Q2 Overall Force Average Daily Absence July - 117 (5.7%) August - 109 (5.2%) September - 110 (5.2%)</p> <p>Police Officer Average Daily Absence July - 76 (5.8%) August - 71 (5.3%) September - 69 (5%)</p> <p>Staff Average Daily Absence July - 41 (5.4%) August - 38 (5.0 %) September - 41 (5.2%)</p> <p>PSD Recorded Complaints 2018/19 Q2 109</p> <p>Categories of</p>	<p>Absence Rates 2017/18 Q2 Overall Force Average Daily Absence July - 102 (5.4%) August - 109 (5.2%) September - 91% (4.6%)</p> <p>Police Officer Average Daily Absence July - 63 (5.3%) August - 61 (5.2%) September - 61 (4.9%)</p> <p>Staff Average Daily Absence July - 39 (5.4%) August - 36 (4.9 %) September - 30 (4.0%)</p> <p>PSD Recorded Complaints 2017/18 Q2 41</p>	<p>a significant focus on staff well-being through a Well-Being Plan. This has included training for supervisors to practical activity such encouraging staff fitness using police gym provision and yoga sessions. Well-being Officer roles have been created and positions filled to continue developments.</p> <p>There is an upward trend in complaints. More sergeants have been introduced to monitor and supervise</p>	<p>Clarification of the absence data, request for baseline data and whether the average is daily or monthly has been asked for as well as a comparison to other forces. This has been requested to be amended within the performance report.</p> <p>The Deputy PCC and Chief Executive attend the People and Diversity Board to scrutinise and support planned actions and progress in relation to police and police staff well -being, absence and retention.</p> <p>The PCC and Chief Executive (CEX) meet</p>	

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		<p>Complaint- Neglect of duty - 46% Incivility/Impoliteness/Intolerance - 14% Oppressive Conduct or Harassment - 7% General Policing Standards - 5%</p> <p>The categories and % are consistent with previous data. Neglect was the area with most complaints and 15 of 45 cases were upheld.</p> <p>Conduct Cases 18/19 Q2 10</p>	<p>Conduct Cases 2017/18 Q2 13</p>	<p>cases. It is expected that this will have a positive effect on case management. There is an even split between the East and West of the force. More analysis to understand where the tensions are behind complaints.</p> <p>Misconduct outcomes include Final Written Warning and an officer being placed on barred list following resignation.</p>	<p>the Independent Office of Police Conduct Director for Wales and have agreed to set up a joint scrutiny meeting with Gwent Police. The IOPC have confirmed that they are satisfied with PSD performance overall.</p> <p>The OPCC considers performance of the Public Response Unit alongside PSD performance. It was noted that Neglect is used as a 'catch all' category for classifying complaints but this would be resolved when new classifications are set by the Home Office making it easier to understand reasons for complaints.</p>	
The community agrees that substance misuse, organised crime	Communication strategies monitoring	Data has been requested from Gwent Police				Amber

Success Measure Police & Crime Plan	Force Indicators	Current Force Performance	Baseline Comparison	Police Activity	Scrutiny	BRAG Rating
and terrorism are being dealt with effectively						
Work with partners to reduce the harm associated with hate incidents	Reduction in hate crimes and incidents and repeat incidents Outcome rates for Hate Crime	Will be reported in Q3 Will be reported in Q3		<p>HMIC FRS most recent inspection evidenced Gwent had a 'structured approach to dealing with hate crime, with many examples of positive practice'</p> <p>The Hate Crime Support Officers provide additional support and take action to respond and reduce repeat incidents.</p> <p>There is a disability hate crime working group to work on improving outcomes. This includes specific work with CPS to increase the number of cases being referred and achieving better court outcomes.</p>	The PCC has confidence that Hate Crime is effectively managed and there is internal scrutiny of all cases. This has been evidenced by the positive feedback from the HMICFRS inspection in the previous quarter. Staff attend the Hate Crime Meeting to understand and scrutinise activity. Victim Satisfaction for Hate Crimes in Gwent is 81% which is significantly higher than 17/18 Home Office recorded data- 51%. We know the gaps, challenges, and activity that is taking place to continue to improve the service.	Green

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
Tacking Anti-Social Behaviour						
People in Gwent being less affected by the impact of ASB	Incidents of ASB	ASB Incidents (Gwent Police Data) 2018/19 Q2- 3,004 incidents	ASB Incidents (Gwent Police Data) 2017/18 Q2- 4,664 incidents	Changes in police recording practice account for an amount of the reduction of ASB incidents. Many incidents that would previously have been recorded as ASB are now recorded as crimes mostly under the category of Public Order. Neighbourhood teams continue to have events with partners to agree collaborative approaches to ASB.	PCC funds the Gwent ASB Coordinator who has worked with local teams to have oversight of strike processes and community triggers. They have worked with partners including Gwent Police to deliver 'Community Assist' events which are targeted at areas that have significant issues of ASB. The most recent of these was held in Blaenavon. Outcomes measured on the day of the events evidence that they assist in communities feeling reassured action is being taken and an increase in awareness of services available.	
	Ensuring appropriate crime recording practices in place	This information has been requested from Gwent Police.	The data set presented has been challenged and we	The ACC presented that the trend in this area was an improving one and the	The DPCC asked for a recent report in this area to enable the PCC	

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
			are waiting for a revised set and produced for future reporting	recent HMICFRS inspection and auditing into data quality found that there was 90.5% compliance. PCSO's are also being trained in crime recording	to be confident of current practice.	
People in Gwent are experiencing fewer incidents of ASB	Repeat incidents of ASB Trends in levels of ASB	Will be provided in Q3 This information has been requested from Gwent Police		The above activity will contribute to reducing repeat incidents.	The PCC confident that activity occurs in relation to managing ASB in an effective manner but due that information gaps needs further information for full assurance of force oversight in this area	Amber
Working with communities and partners to support local efforts to deal with ASB in their areas	Local action plans for ASB Identified hot spots	This information has been requested from Gwent Police		Community Assist events are targeted at hot spot areas. These have been in place for 12 months with an average of 3 events per quarter.	PCC staff have attended Community Assist events, had presentations on the events at Safer Gwent and received a brief report from the ASB Coordinator. Outcomes measured on the event days through before and after interactive activities show that the impact of the events is that people feel reassured action is being taken and an increase in awareness of services available.	Green

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
The successes achieved by the organisations provided with money from Police Community Fund	Organisational Outcomes reports	To be reported on in Q 4 Funding awarded in this financial year will not be completed until Q4	<p>Projects Funded 2017/18 Partnership Fund Ebbw Vale Institute Bargoed YMCA White Rose Primary King Henry VIII Comprehensive Abergavenny Crafty Women Pillgwenlly Millennium Trust RASCAL Xcelerate Youth/Lighthouse Church Wild Tots Help 4 Wales Foundation Friends of Always</p> <p>Through these projects activities were provided for a wide-range of community members including young children, teenagers, older adults, disabled young adults and inter-generational work.</p>		<p>The funding criteria and process has changed since last year following an evaluation of the impact. The funding has always gone to organisations and community groups with good ideas. However, the impacts of these projects on crime and ASB, and particularly the Police and Crime Plan Priorities have not always been evidenced.</p> <p>The review of the OPCC staff structure evidenced the need for a Commissioning lead. This role is responsible for developing a robust approach to commissioning services and other projects and evidencing the impact of those services and project. The manager was not in post in this quarter but has started in Q3.</p>	Green

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
The successful outcomes and impact achieved by Safer Gwent	Organisational Outcomes reports	Safer Gwent Funded Projects 2018/19 Safer Gwent Analyst £35,967 Safer Gwent Coordinator £30,895.00 Positive Futures Programme £141,000.00 Regional IDVA £151,809 Youth Offending Services £110,795 Gwent Regional ASB Team & Coordinator £157,140 ASB & Deliberate Fire Reduction £28,000 Newport Community Safety Project £18,238 Newport Shared ASB Database £1,020.00 Total £673,664	Safer Gwent Funded Projects 2017/18 Safer Gwent Analyst £35,967 Safer Gwent Coordinator £30,895 Positive Futures Programme £101,00 Regional IDVA £151,809 Youth Offending Services £110,795 Gwent Regional ASB Team & Coordinator £147,199 ASB & Deliberate Fire Reduction £28,000 Total £624,545		Mid-year reports provided have been financial and spend is on target in all areas. As mentioned above the new Principal Finance and Commissioning Manager will be developing a commissioning approach which will be able to evidence impact and outcomes of commissioning and funding opportunities.	
Individuals and communities are satisfied that incidents of ASB are dealt with effectively	Victim Satisfaction surveys percentages	ASB Victim Satisfaction April-September 2018 Victims satisfaction with the services as a whole - 81%	ASB Victim Satisfaction April-September 2018 Victims satisfaction with the services as a whole - 77.7%			

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
Working with victims to increase the awareness and use of community resolutions where applicable	Community resolutions numbers	Community Resolutions 2018/19 Q2 79	Community Resolutions 2017/18 Q1 79	Further work to understand the current use and way to enhance the use of community resolutions is ongoing.	The OPCC Strategy and Policy team will work with police to develop and understanding of the current picture and how we may support developments including raising awareness with our communities.	
	Community trigger applications	Data has been requested from Gwent Police	Not previously reported.			
	Restorative Justice interventions	Restorative Justice Disposals across the force have not been provided The new Restorative Justice Coordinator provided 3 interventions in this period			The Restorative Justice Coordinator started in post in this quarter. She is employed by Gwent Police funded by the OPCC as required under the Ministry of Justice Victim's Services Grant. Further reports of the coordinators work and improving services in Gwent Police and with partners are expected by Q4	

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
People knowing the most appropriate organisation to go to in order to address their concerns; and	Breakdown in calls for 101 and 999	101 Calls 2018/19 Q2 Calls Presented July - 18,643 August - 20,519 September - 18,186 Calls Answered July - 14,129 August - 15,886 September - 14,301 Abandoned Calls 101 & 999 2018/19 Q2 July - 8,313 August - 6,897 September - 5,674	Abandoned Calls 101 and 999 Q2 April - 3,362 May - 4,791 June - 3,689	There were a high number of calls in the previous quarter continuing to July of this quarter. There is a consistent average of around 22% of calls resulting in a recorded crime.	The PCC has previously put on record his concerns about 101 performances and has raised his concerns regarding abandoned calls with the Chief Constable. It will not be known fully the reasons for abandonment but the evidence is that people are waiting a reasonable time before abandoning calls. The PCC team has been engaged in the ongoing review of the FPOC service and the Head of FPOC meets with the Deputy PCC and Chief Executive on a bi-monthly basis. One of the developments has been regarding alternative mechanisms for making contact. The use of email has been promoted for some time and a social media desk which is due to go live in December. An exact	
	Incident demand and type	This information has been requested from Gwent Police		The peak in abandoned calls occurring in July was due to a power outage. Gwent Police have previously stated that call abandonment rate should not be considered a measure of bad service and that in a number of circumstances people terminate the call in order to contact a more appropriate service (after being re-directed by the Gwent Police message).		
	Numbers deployed and numbers resolved via telephone	This information has been requested from Gwent Police		On the 101 line, the caller is informed how long they are likely to have to wait to be connected and often they may be terminating the call		

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
	<p>Evidence of linked communication strategy</p> <p>Evidence of co-operative partnership approach</p>	<p>This information has been requested from Gwent Police</p> <p>This information has been requested from Gwent Police</p>		<p>in order to call back at a quieter time or time that is more convenient for them. Gwent Police calls are answered by a member of staff who can assess Threat, Harm, Risk, Vulnerability and manage the contact i.e. create an incident log, meet customers need, direct enquiry accordingly etc. For other forces 101 is a switchboard so whilst calls are answered quickly they then have to be diverted to another resource and those queue/abandoned times are not readily available.</p> <p>Positive outcomes from calls in Q2 include a successful intervention with someone who was actively attempting suicide but was attended to and supported due to the call handler successfully gaining the address of the caller in time to progress service. The improved understanding of</p>	<p>date was requested at SPB. This was later confirmed as 03/12/18. The review of impact and demand on this service would be provided at a future board. We have also been reassured that the 'Track my Crime' system will allow members of the public to report and track updates on crimes committed against them online once launched. At the November SPB the DPCC asked that comparative and accurate data be provided for the FPOC calls. She also asked about the rationale of the 28% target for dealing with crime at source. The ACC responded that this figure was suggested by research undertaken. This will now be reassessed and checked to understand whether it is</p>	

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
				<p>Threat, Risk and Harm and the requirement to fully check records during calls has led to the earlier identification and successful response to domestic abuse calls including those where perpetrators have called claiming to be victims.</p> <p>There has been significant investment in introducing Mental Health Practitioners in FPOC who provide immediate support to people calling in or FPOC staff and advise when other services are necessary to support individuals.</p> <p>Update at November Vulnerability meeting- Abandonment is at 12% after removing all calls abandoned before 60 seconds as per the former National Reporting Measure.</p>	<p>achievable. She also explained that staff in First Point of Contact (FPOC) have been trained across the shift to accurately assess Threat, Harm and Risk and this can affect call length. However, the calls that are answered will be dealt with more effectively.</p> <p>The ACC stated that the call length was longer for incidents crimed at source and that victim satisfaction was positively comparable for incidents crimed and source and those where an officer is despatched.</p> <p>At SPB the DPCC requested an update on when the evaluation of the Mental Health Practitioners would be available. An evaluation of the service had been commissioned from Swansea University.</p>	

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
					She was informed that an update would be provided as soon as possible.	
People tell us that they feel more empowered and informed to deal with localised issues	Feedback following local action days and plans	This information has been requested from Gwent Police				

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
Efficient and Effective Service Delivery						
People in Gwent will be confident in their PCC and the policing service	Public confidence percentages	Previously stated				Amber
Victims will be satisfied with the service they receive	Victim Satisfaction surveys	Previously stated				Amber
Positive feedback and reassurance being received from inspections	HMICFCRS inspection feedback	To be reported in Q4				Blue
Evidence of best practice and continuous improvement being used	Reports on service improvement , efficiencies and impact	To be provided in Q3				Blue
Evidence that our organisations and staff are productive	Effective resolution of staffing issues Projects delivered on time, budget impact and benefits realisation	To be provided in Q3 To be completed in Q3 or Q4				Blue

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
<div> <div>Page 10</div> <div>Success Measure</div> </div>	Risk register management	Performance monitored through internal and external audit targets		Gwent Police risk management approach has been changed to improve governance and scrutiny. In future any risks reported through the monthly delivery boards will be presented at the DCC's Scrutiny Performance Executive Board for approval (SPEB).	Members of the OPCC sit on the monthly delivery boards and members of the Leadership Team attend SPEB. We have oversight of risks, provide challenge and support as necessary.	Green
	<p>Evidencing that our respective workforces believe that they are treated fairly and that they represent the wider community of Gwent</p> <p>Staff Survey results</p> <p>Percentages of representation in workforce</p>	<p>This information has been requested from Gwent Police.</p> <p>As stated previously in this report</p>				Amber
	<p>Evidencing of digital leadership and new ways of working are utilised efficiently</p> <p>Monitoring and Evaluation of Field, Fixed and Flexible</p> <p>Roll out of digital technology, staff</p>	<p>To be reported in Q3</p> <p>This information has</p>	Baseline not available	Gwent Police have	We are updated on this	Amber

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
	uptake,	been requested from Gwent Police		implemented roll out of mobile and laptop devices. This will enable the Field, Fixed and Flexible implementation. The mobile roll out will conclude in November and the laptop roll out in June 2019	work through Organisational Resources Board and SPEB and appraised of any challenges in these meetings.	
A satisfied and professional workforce that believe they are treated fairly and feel supported	Staff Survey HMICFRS reports	As previous To be reported in Q4				Blue
Achieving a balanced budget and providing value for money; and	Balanced budget evidence; accurate forecasting and annual spend			Balanced budget achieved for 2018/19. Currently the 18/19 forecast is a non- recurrent surplus of £1.5 million. This will be fully utilised before the end of the 2018/19 financial year through the acceleration of investment programme in body armour and Taser replacement.	In year Budget Monitoring reports, Medium Term Financial Projections and Finance Department performance are formally scrutinised at the Strategy and Performance Board and Joint Audit Committee on a quarterly basis. This is supported by detailed scrutiny at the Force's Organisational Resources Board (ORB) and fortnightly 1:1 meetings between the respective Chief Finance Officers of the	Green

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
	Demonstrating we can put resources to areas of highest demand and scale the organisation based on need	Data has been requested to reflect this area.		<p>Gap Analysis has been undertaken through the Force Management Statement to identify future areas of investment and reduction.</p> <p>Due to demand and risks arising a decision has been made to re-open Ystrad Mynach Custody Suite. This will reduce travel times for a significant percentage of police officers and increase efficiency in dealing with offenders.</p>	<p>OPCC and Force.</p> <p>Evidence has been requested at the Scrutiny, Performance and Effectiveness Board to demonstrate the resource alignment and demand considerations for diversion and intervention programmes covering 2 custody suites.</p> <p>Through the Scrutiny, Performance and Effectiveness Board the DPCC has asked whether the model has been fully tested for capacity and affordability. A phased implementation has been agreed to continue to test the model.</p> <p>At Organisation Resource Board OPCC</p>	

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
	Ensuring savings have been realised and utilise VFM indicators	This information has been requested from Gwent Police			representatives requested that the Finance Tracker, and collaboration actual savings be updated and a new programme timeline be developed.	
	Welsh Audit Office Value for Money reports	This will be available in Q4		There has been an ongoing review of Public Protection and CID. There will be further investment in these services.		
	Internal audit (TIAA and Torfaen CBC) reports	Of the 26 Audits planned for 2018/19, at the 30/11/18: 11 have been completed; 3 are in Draft Report stage; 3 are in Field Work stage; and 9 are planned.		The HMICFRS Value for Money Indicators have been received and community benefits assessed to facilitate the future efficiency processing.	Of the 11 completed Internal Audits to date, the assurance levels obtained are: 7 – Reasonable; 2 - Limited; and 2 - Would not be given Assurance Ratings. At this stage in the year therefore, it can be determined that Gwent Police has reasonable and effective risk management, control and governance processes in place. In addition, there appears	

Success Measure Police & Crime Plan	Force Indicators	Current Force Activity	Baseline Comparison	Police Activity	Scrutiny	RAG Rating
	Benchmarking Data for Fleet, Estate and ICT	This information has been requested from Gwent Police			Evidence to support the achievement of value for money with regard to the economy, efficiency and effectiveness of the services reviewed.	
Evidence of collective working and using shared resources appropriately	Money saved and efficiency rates for collaborative working Evidence of future planning to meet predicted demand; including working with other services	This information has been requested from Gwent Police	Annual Update of Collaborative Procurement provided at September SPB stating that savings for Gwent £496,525		The Chief of Finance and Chief Executive have asked for performance information on benefits realisation and real money savings of collaborative projects.	Amber

SUBJECT: REVIEW OF TERMS OF REFERENCE & RULES OF PROCEDURE AND PANEL ARRANGEMENTS

DATE: 14TH DECEMBER 2018

1. PURPOSE OF REPORT

- 1.1 To review the Panel Arrangements as well as the Terms of Reference and Rules of Procedure for 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. This report reviews the panel arrangements and rules of procedure and seeks Members approval prior to submission to the Home Office.

3. BACKGROUND

- 3.1 The Gwent PCP (the Panel) agreed at its terms of reference panel arrangements and rules of procedure at its meeting held on 12th October 2012. Attached at appendix 1 and 2 are the original documents and suggested changes for the arrangements and rules of procedure, these are shown in bold and italics for ease of reference.
- 3.2 The main changes are detailed below:

Panel Arrangements

- To update the document with the actual membership.
- To specify the shortlisting and interview arrangements for co-opted members.
- State that payment for additional meetings for statutory purposes can be approved.

Terms of Reference and Rules of Procedure

- To elaborate on the balanced appointment objective with regard to the membership of the Panel.
- To update the payments for attendance arrangements and publication on the Panel website.
- To allow co-opted members to be appointed as Chair of the Panel.
- Highlight that the role of the Panel is to hold the PCC to account and not the Chief Constable.
- To confirm the arrangements for the oversight of complaints.

4. CONSULTATION

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

5. RECOMMENDATION

- 5.1 Panel Members are asked to approve and recommend to the Home Office the proposed changes to the Panel Arrangements attached as appendix 1.
- 5.2 Panel Members are asked to approve and recommend to the Home Office the proposed changes to the Terms of Reference and Rules of Procedure attached as appendix 2.

6. REASONS FOR THE RECOMMENDATIONS

- 6.1 To improve the operation of the Gwent Police and Crime Panel.

7. STATUTORY POWERS

- 7.1 Police Reform and Social Responsibility Act 2011.

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Consultees: Councillor John Guy, Chair Gwent Police and Crime Panel
Rob Tranter, Head of Legal Services and Monitoring Officer Caerphilly County Borough Council

Background Papers:
Agenda Item 6 Gwent Police and Crime Panel 12th October 2012

Appendices:
Appendix 1: Gwent Police and Crime Panel Arrangements
Appendix 2: Gwent Police and Crime Panel, Terms of Reference and Rules of Procedure

GWENT POLICE AND CRIME PANEL – PANEL ARRANGEMENTS

INTRODUCTION

1. The Police Reform and Social Responsibility Act 2011 (Schedule 6, Part 4, Paragraph 24) requires the creation of 'Panel Arrangements' for the establishment and maintenance of a Police and Crime Panel.

SUMMARY

2. Panel Arrangements must make provision for the following:

Membership of the Gwent Police and Crime Panel

- The term of office of appointed Members and Co-opted Members of the Panel.
- Resignation and removal of appointed Members and Co-opted Members of the Panel.
- Conditions for re-appointment of appointed Members and Co-opted Members of the Panel.

Promotion and Support for the Gwent Police and Crime Panel

- The role of the Police and Crime Panel to be promoted.
- Administrative and other support to be given to the Police and Crime Panel and its Members.
- In relation to the functions of the Police and Crime Panel, support and guidance to be given to; Members of the relevant local authorities, Members of the executives of relevant local authorities and officers of the relevant local authorities.

Allowances

3. Panel Arrangements may make provision for:
 - The payment of allowances to Members of the Gwent Police and Crime Panel.

Compliance with Panel Arrangements

4. The following must comply with the Panel Arrangements:

- Each relevant local authority; namely, Blaenau Gwent County Borough Council, Caerphilly County Borough Council, Monmouthshire County Council, Newport City Council and Torfaen County Borough Council.
- Each Member of the Gwent Police and Crime Panel.

PANEL ARRANGEMENTS

Membership of the Gwent Police and Crime Panel

- 5.1 The following Panel Arrangements will apply to the Gwent Police and Crime Panel:

Blaenau Gwent County Borough Council – 2 Members
Caerphilly County Borough Council (Host Authority) – 3 Members
Monmouthshire County Borough Council – 2 Members
Newport City Council - 3 Members
Torfaen County Borough Council - 2 Members

- 5.2 ***The Gwent Police Panel shall co-opt 2 Co-opted Members onto the Panel for a term of four years.***

Term of Office

- 5.3 The term of office of the nominated Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year. The term of office for Co-opted Members shall be until 31st October of the same year as the next ordinary Police and Crime Commissioner election.

Resignation and Removal of Appointed Members and Co-opted Members of the Panel

- 5.4 Any Member may resign at any time, by giving notice in writing to the Chair of the Panel and their nominating authority (if appropriate).
- 5.5 The Secretary of State will remove any appointed member at the request of their nominating authority at any time and any appointed Member maybe removed by the Secretary of State at any time.
- 5.6 A Co-opted Member can be removed from office through a majority vote of the Panel present, provided the Member has been given no less than four weeks' notice of a proposal to remove, and provided the Member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to) being absent from 3 consecutive meetings without consent from the Panel or being convicted of a criminal offence.

Conditions for re-appointment of appointed Members and Co-opted Members of the Panel

- 5.7 Local authority Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office

that can be served.

- 5.8 Co-opted Members term of office shall be until 31st October of the same year as the next ordinary Police and Crime Commissioner election. The positions must be re-advertised; however this does not restrict Co-opted Members from reapplying or being re-appointed to the position.
- 5.9 The recruitment and selection process for co-opting members shall include a reasonable period for advertising the positions. To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through media and other sources that have equality of access for residents within the Gwent Police area.
- 5.10 A closing date for applications will be a minimum of 2 weeks after the date of the first advert.
- 5.11 Application packs will be prepared and made available to those who request an application form. ***The applications will be considered by the Chair, Vice Chair and another Member of the Panel, and supported by the Lead Officer to the Panel,*** against an agreed person specification criteria and shortlisted accordingly.
- 5.12 If no applications are received or if all applications received fall below the minimum eligibility criteria, the vacancies shall be re-advertised in accordance with this section. ***The Chair and Vice Chair of the Panel and another Member of the Panel (the interview panel) supported by the Lead Officer to the Panel,*** will interview those shortlisted.
- 5.14 Following the interviews, the interview panel will make recommendations to the Panel. In making those recommendations the interview panel shall consider the balance of the Panel in accordance with the Equalities Act 2010 and the skills required to enhance the Panel.

Promotion and Support for the Gwent Police and Crime Panel

- 5.15 The Panel shall be promoted through a dedicated website (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications.
- 5.16 Administrative support, guidance, advice, and training shall be made available by the host authority to Panel Members in support of the functions of the Panel. The host authority shall ensure that it disseminates information and best practice made available by the Home Office.
- 5.17 The host authority will attend any meeting with Executive Members, Scrutiny Members or Officers of relevant authorities to explain and promote the work of Gwent Police and Crime Panel.

Allowances

- 5.18 Panel Members are paid a daily rate fee. The rate shall be the same as the full daily rate fee determined from time to time by the Independent

Remuneration Panel for Wales for the Chair and Co-opted Ordinary Member of local authority Standards Committees. The daily rate fee is capped at a maximum of 6 days a year per Panel Member.

Discretionary additional payments can be where attendance is required in respect of statutory responsibilities. Payments are made for meeting time or attendance at training/ conferences only and are inclusive of preparation time and travelling.

Payment of Travel and Subsistence Allowances

5.19 Travel allowances can be claimed for 'approved duties' defined as:

- (a) attendance at a meeting of the Panel or of any subcommittee of the Panel.
- (b) a duty undertaken for the purpose of or in connection with the discharge of the Panel's functions.
- (c) attendance at any training or developmental event approved by the Panel.

5.20 The rates of travel claims shall be ***at the HMRC rates of mileage.***

5.21 Members can claim for other forms of travel (bus, train & taxi) and appropriate receipts showing the actual expense incurred must accompany claims. Members should always be mindful of choosing the most cost effective method of travel.

5.22 Subsistence for overnight accommodation and meals are available to Panel Members whilst undertaking an approved duty. The rates of subsistence shall be the same as determined by the Independent Remuneration Panel for Wales for Members of Local Authorities. Claims must be supported by receipts.

November 2018

Gwent Police
and Crime Panel

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**DRAFT TERMS OF REFERENCE
&
RULES OF PROCEDURE**

Overview

1. Introduction and General Operating arrangements

Gwent Police and Crime Panel Terms of Reference

2. Terms of Reference

Membership of the Gwent Police and Crime Panel

3. Membership: Elected Members
4. Membership: Co-opted Members
5. Membership: Vacancies
6. Membership: Review
7. Removal of Members
8. Resignation of Members
9. Reappointment of Members
10. Code of Conduct
11. Indemnity
12. Payment of Allowances, Travel and Subsistence

Meeting Arrangements

13. Appointment of Chair and Vice Chair
14. Meetings of the Police and Crime Panel
15. Quorum
16. Voting
17. Work Programme
18. Reports from the Police and Crime Panel
19. Police and Crime Commissioner and Officers giving account
20. Attendance by others
21. Sub committees and task groups
22. Carrying out 'special functions'
23. Police and Crime Plan
24. Annual Report
25. Senior Appointments
26. Appointment of an Acting Police and Crime Commissioner
27. Proposed Precept
28. Complaints
29. Suspension of the Police and Crime Commissioner
30. Suspension or removal of the Chief Constable
31. Public Participation
32. Promotion of the Panel
33. Validity of Proceedings
34. Rules of Debate

OVERVIEW

1. Introduction and General Operating arrangements

- 1.1 Caerphilly County Borough Council shall act as the 'Host Authority' in establishing the Gwent Police and Crime Panel.
- 1.2 The Panel shall be made up of **twelve** Elected Members and two Co-opted Members. ***Any reference herein to both types of members shall be referred to as "Members".***
- 1.3 The Host Authority shall provide the required support services for the operation and discharge of duties of the Gwent Police and Crime Panel.
- 1.4 Due to the legal status Police and Crime Panels in Wales ('free-standing public body'), in accordance with the Police Reform and Social Responsibility Act 2011, they are the responsibility of the Home Secretary.
- 1.5 Due to the legal status of Police and Crime Panels in Wales all costs incurred in relation to the 'hosting' of the Police and Crime Panel shall be the responsibility of the Home Secretary. The Home Secretary shall discharge this responsibility with the provision of an annual grant to the Host Authority to cover all costs associated with hosting.
- 1.6 ***Whilst the Panel is not a joint committee, certain provisions of enactments which apply to Local Authority joint committees or their Members apply to the Panel by virtue of the Police Reform and Crime Panels (Application of Local Authority Enactments) Regulations 2012.***
- 1.7 The Authorities and the Panel shall, so far as is reasonably practical, ensure at all times that the Panel membership meets the 'balanced appointment objective' requirements of the legislation and that the Members appointed together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 1.8 Any queries relating to the Gwent Police and Crime Panel's Terms of Reference and Rules of Procedure should be addressed to Head ***of Legal Services***, Caerphilly County Borough Council.

GWENT POLICE AND CRIME PANEL TERMS OF REFERENCE

2. Terms of Reference

- 2.1 To support the effective exercise of the functions of the Gwent Police and Crime Commissioner.
- 2.2 To review and make a report or recommendation(s) on the draft Police and Crime Plan (or variations), produced by the Gwent Police and Crime Commissioner.
- 2.3 To scrutinise the Gwent Police and Crime Commissioner's Annual Report and make a report or recommendation(s) to the Commissioner.
- 2.4 To hold a confirmation hearing to review proposed senior appointments of Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer and make a report with recommendation(s) to the Police and Crime Commissioner.
- 2.5 To review (to confirm or veto) and make a report on the proposed appointment of the Chief Constable.
- 2.6 To review (and if necessary veto) and make a report and recommendation(s) on the proposed precept.
- 2.7 To review decisions made, or other actions taken, by the Gwent Police and Crime Commissioner in connection with the discharge of the Commissioner's functions. ***(As defined by the Police Reform and Social Responsibility Act 2011 and subsequent Amendments).***
- 2.8 To make reports or recommendations to the Gwent Police and Crime Commissioner with respect to the discharge of the Commissioner's functions. ***(As defined by the Police Reform and Social Responsibility Act 2011 and subsequent Amendments).***
- 2.9 To consider serious complaints and conduct matters concerning the Gwent Police and Crime Commissioner or Deputy Gwent Police and Crime Commissioner. ***(As defined by the Police Reform and Social Responsibility Act 2011 and subsequent Amendments).***
- 2.10 To suspend the Gwent Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.
- 2.11 To appoint an Acting Gwent Police and Crime Commissioner, if necessary.
- 2.12 To review and make a recommendation to the Gwent Police and Crime Commissioner on proposals to call for the Chief Constable's retirement or resignation.

MEMBERSHIP OF THE GWENT POLICE AND CRIME PANEL

3. Membership: Elected Members

- 3.1 Elected Members' Membership of the Panel is regarded as a 'voluntary public appointment'.
- 3.2 The Host Authority shall make appropriate arrangements, as set out in this document, for the establishment of the membership of the Gwent Police and Crime Panel.
- 3.3 The Panel shall contain **12** Elected Members and 2 Co-opted Members. The Elected Members of the Police and Crime Panel shall consist of the following number of Members by Local Authority area:
- | | |
|--------------------------------------|-------------|
| Blaenau Gwent County Borough Council | x 2 Members |
| Caerphilly County Borough Council | x 3 Members |
| Monmouthshire County Council | x 2 Members |
| Newport City Council | x 3 Members |
| Torfaen County Borough Council | x 2 Members |
- 3.4 The Elected Members of the Panel shall, as far as practical, reflect the political balance and community demographic of Gwent. ***Appointments of elected members to the Panel shall be made by each of the Authorities in accordance with their own procedures and with a view to ensuring that the balanced appointment objective is met so far as is reasonably practicable.***
- 3.5 ***The Lead Authority shall take steps to coordinate the Authorities with a view to ensuring that the balanced appointment objective is achieved. The balanced appointment objective requires that the local authority Members of the Panel (which includes Members appointed by the Authorities and co-opted Members who are elected Members of any of the Authorities) should:***
- a) represent all parts of the police force area;***
 - b) represent the political make-up of the Authorities; and,***
 - c) taken together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.***
- 3.6 The term of office of the nominated Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year.
- 3.7 If membership of the Panel cannot be agreed, in accordance with the Police Reform and Social Responsibility Act 2011, the Home Secretary will nominate members of local authorities to the Panel.
- 3.8 The host Authority will be responsible for notifying the Secretary of State of the nominations of the elected membership for the Panel.
- 3.9 All members of the Police and Crime Panel may vote in proceedings.

4. Membership: Co-opted Members

- 4.1 The Gwent Police and Crime Panel shall co-opt two members (Co-opted Members) onto the Panel. The term of office shall be until 31st October of the same year as the next Police and Crime Commissioner election.
- 4.2 The recruitment and selection process for co-opting members shall include a reasonable period for advertising the positions. To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through media and other sources that have equality of access for residents within the Gwent Police area.
- 4.3 A closing date for applications will be a minimum of 2 weeks after the date of the first advert.
- 4.4 Application packs will be prepared and made available to those who request an application form.
- 4.5 The applications will be considered by the host authority's Head of Legal **Services to ensure the eligibility of the applicants. The Chair, Vice Chair and another member of the Panel will consider** the applications against an agreed person specification criteria and shortlisted accordingly.
- 4.6 If no applications are received or if all applications received fall below the minimum eligibility criteria, the vacancies shall be re-advertised in accordance with this section.
- 4.7 The Chair and Vice Chair of the Panel **and another member of the Panel** will interview those shortlisted.
- 4.8 Following the interviews, the interview panel will make recommendations to the Panel. In making those recommendations the interview panel shall consider the balance of the Panel in accordance with the Equalities Act 2010 and the skills required to enhance the Panel.
- 4.9 The host authority will be responsible for notifying the Secretary of State of the decision to co-opt Members.
- 4.10 The Panel shall ensure that there are always at least two Co-opted Members appointed to the Panel.
- 4.11 A person may not be a co-opted member of the Panel if the person is any of the following:
- a member of the staff of the Gwent Police and Crime Commissioner;
 - a member of Gwent Police civilian staff;
 - a Member of Parliament;
 - a member of the National Assembly for Wales;
 - a member of the Scottish Parliament;
 - a member of the European Parliament.
 - a member of a local authority within the Gwent Police area
- 4.12 A Co-opted Member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four

weeks' notice of a proposal to remove and provided the Member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to):-

- being absent from 3 consecutive meetings.
- being convicted of a criminal offence

5. Membership: Vacancies.

- 5.1 A vacancy on a Police and Crime Panel arises when an Elected Member or a Co-opted Member resigns from the membership of the Panel.
- 5.2 Each local authority will nominate elected members for vacancies in accordance with their own arrangements. If the local authority makes the nomination, and the nominee accepts the nomination, the Secretary of State must appoint the nominated councillor as a member of the police and crime Panel. Vacancies for Co-opted members will be filled in accordance with the selection process outlined in section 3.

6. Membership: Review

- 6.1 The Gwent Police and Crime Panel can review at any time the appropriateness of its membership in line with the provisions within the Police Reform and Social Responsibility Act and The Police and Crime Panel (Nominations, Appointments and notifications) Regulations 2012.

7. Removal of Members

- 7.1 Any appointed Member may be removed or replaced by their nominating authority at any time.
- 7.2 Any Member may be removed by the Secretary of State at any time.

8. Resignation of Members

- 8.1 Any Member may resign at any time, by notice in writing to the Chair of the Panel and their nominating authority.
- 8.2 In the event of the resignation of the Chair, a new Chair will be appointed at the next meeting and will be drawn from amongst the elected members sitting on the Panel. The same provision will apply to the post of Vice-Chair.

9. Reappointment of Members

- 9.1 All local authority Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office that can be served.
- 9.2 Co-opted Members term of office shall be until 31st October of the same year as the next Police and Crime Commissioner election. The positions must be readvertised; however this does not restrict Co-opted Members from reapplying or being re-appointed to the position.

10. Code of Conduct

- 10.1 All Panel Members, including co-opted (councillor) members, shall observe the Code of Conduct in force for their respective authorities. Co-opted Members shall observe the host authority's code of conduct, and any related protocols agreed by the Panel.

11. Indemnity

- 11.1 All relevant liabilities relating to the Panel are liabilities of the Secretary of State (and accordingly are not liabilities of any Member of the Panel).

- 11.2 Any expense incurred by a Member of a Police and Crime Panel:

- (a) in respect of a relevant liability, or
- (b) otherwise in the exercise of, or purported exercise of, a function of the Panel, is to be borne and repaid by the Secretary of State.

- 11.3 Relevant liability" means a liability which, but for this paragraph, would be a liability of a Member of the Panel (whether personally or as a member of that Panel) in respect of anything done by:

- (a) that person in the exercise, or purported exercise, of a function of a member of the Panel,
- (b) any other member of the Panel in the exercise, or purported exercise, of a function of a member of the Panel, or
- (c) the Panel in the exercise, or purported exercise, of a function of the Panel.

12. Payment of Allowances, Travel and Subsistence

- 12.1 Panel Members are paid a daily rate fee ***for attendance for Approved Duties***. The daily rate fee is capped at a maximum of 6 days a year per Panel Member. ***If additional meetings are required in order to carry out statutory requirements such as complaints or confirmation hearings this must be approved by the Head of Democratic Services of the Host Authority***. Payments are made for meeting time or attendance at training/conferences only and are inclusive of preparation time and travelling.

- 12.2 The daily rate fees as at **November 2018** are outlined below:

- Chair of the Gwent Police and Crime Panel - £256.00 per day.
- Member of the Gwent Police and Crime Panel - £198.00 per day.

- 12.2 All claims for the daily rate fee must be detailed on the appropriate claim form (appendix 1) and returned to the host authority.

- 12.3 Approved duties' are defined as:

- (a) attendance at a meeting of the Panel or of any sub committee of the Panel.
- (b) a duty undertaken for the purpose of or in connection with the

- discharge of the Panel's functions.
- (c) attendance at any training or developmental event approved by the Panel.
- 12.4 The rates of travel claims shall be **at the HMRC rates of Mileage, the current rates at November 2018 are:**
- Motor vehicles up to 10,000 miles – 45p per mile
 Motor vehicles over 10,000 miles – 25p per mile
 Passenger supplement – 5p per passenger per mile
 Motor cycles – 24p per mile
 Pedal cycles – 20p per mile
- 12.5 Members can claim for other forms of travel (bus, train & taxi) and appropriate receipts showing the actual expense incurred must accompany claims. Members should always be mindful of choosing the most cost effective method of travel.
- 12.6 Subsistence for overnight accommodation and meals are available to Panel Members whilst undertaking an approved duty. The rates of subsistence shall be the same as determined from time to time by the Independent Remuneration Panel for Wales for Members of Local Authorities. The current rates as at **November 2018 are £28 per day, £200 per night for London, and £95 night elsewhere or £30 staying with friends and or family with receipts to be provided.**
- 12.7 All claims must be detailed on the travel expense claim form (appendix 2) and returned to the host authority. Claims must be supported by receipts if appropriate.
- 12.10 **The expenses of the Members shall be published on an annual basis and made available through the Gwent Police and Crime Panel website. Details will also be provided to the five Gwent Local Authorities for the purposes of transparency.**
- 12.11 Changes to travel and subsistence rates will be implemented in line with the HMRC and Independent Remuneration Panel for Wales' annual determination.

MEETING ARRANGEMENTS

13. Appointment of Chair and Vice Chair

- 13.1 The Chair of the Police and Crime Panel will be appointed at the first meeting of the Panel following the appointment of Members to the Panel and thereafter at the first meeting of the municipal year of the Panel. The Chair will be drawn from amongst the Elected Members **and Co-opted Members** of the Panel.
- 13.2 The Vice Chair of the Police and Crime Panel will be appointed at the first meeting of the Panel following the appointment of members to the Panel and thereafter at the first meeting of the municipal year of the Panel. The Vice Chair will be drawn from amongst the Elected Members **and Co-opted Members** of the Panel.

- 13.3 In the event of the resignation or removal of the Chair, a new Chair will be appointed and will be drawn from amongst the Elected Members of the Panel.
- 13.4 The Panel may remove the position of Chair by a vote supported by a majority of the whole membership of the Panel.
- 13.5 The Panel may remove the position of Vice Chair by a vote supported by a majority of the whole membership of the Panel.
- 13.6 The Panel will elect a person, from amongst the ~~Elected~~ Members of the Panel, to preside at a meeting if the chair and vice chair are not present.

14. Meetings of the Police and Crime Panel

- 14.1 All Panel meetings will be held in public unless there is a statutory requirement to meet in private.
- 14.2 The Panel shall hold an annual meeting between the 1 April, and the 30 June each year or unless otherwise provided for by statutory regulation. The first item of business on the agenda for the annual meeting shall be the appointment of a Chair for the year ahead.
- 14.3 Panel Members shall receive agendas and any accompanying reports at least 3 clear days before a meeting. All Panel agendas and reports shall be published electronically at least 3 clear days before a meeting. Clear days do not include the day agendas and reports are received by Panel Members or the day of the meeting.
- 14.4 An urgent meeting maybe called by the Chair, by a majority of Panel Members or by the Head of Legal Services at the hosting authority.
- 14.5 The Chair shall agree the agenda for Panel meetings. Any member of the Panel shall be entitled request an item to be placed on an agenda for a future meeting, subject to the approval of the Panel.
- 14.6 Ordinary meetings of the Panel will:
- Receive any declarations of interest from Members.
 - Approve the minutes of the last meeting.
 - Consider reports from the Police and Crime Commissioner and officers.

- 14.7 No discussion shall take place upon the minutes, except upon their accuracy.

15. Quorum

- 15.1. A meeting of the Police and Crime Panel cannot take place unless one third of the whole membership is present.

16. Voting

- 16.1 Voting will be by majority unless regulations made under the Police Reform and Social Responsibility Act 2011 and subsequent Amendments require otherwise.

- 16.2 All Panel members may vote in proceedings of the Panel, unless they have declared an interest in relation to the matter requiring a vote.
- 16.3 The Chair will have a second or casting vote in the event of a tied vote. All other Panel members will have one vote. Voting will be by a show of hands.
- 16.4 Any member of the Panel can ask for the way in which they voted to be recorded in the minutes.

17. Work Programme

- 17.1 The work programme must include the functions described in the terms of reference of the Panel.
- 17.2 The Panel will approve an annual work programme which will take into account the Panel's statutory duties, and priorities identified by the Panel.
- 17.3 So far as practicable the Panel shall consult with the Office of the Police and Crime Commissioner in developing its work programme in order to ensure the Panel is able to support and challenge the Police and Crime Commissioner.

18. Reports from the Police and Crime Panel

- 18.1 The Panel will publish all reports and recommendations made to the Police and Crime Commissioner.

19. Police and Crime Commissioner and Officers giving account

- 19.1 The Panel may scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioners role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Police and Crime Commissioner and staff of the Office of the Police and Crime Commissioner to attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
- 19.2 If the Panel requires the Police and Crime Commissioner to attend before the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any questions which appears to the Panel to be necessary in order for it to carry out its functions.
- 19.3 ***The role of the Panel is to challenge and support the PCC. The PCC is responsible for the scrutiny of the Chief Constable. In accordance with section 19.2 the Panel must give consideration prior to requesting the Chief Constable's attendance, to ensure that the request is made in accordance with the Panel's role and responsibilities***

20. Attendance by others

- 20.1 The Panel may invite people other than those referred to above to address it, discuss issues of concern and/or answer questions. It may for example wish to hear from residents, stakeholders, or councillors who are not members of the Panel and officers in other parts of the public sector and may invite such people to attend.

21. Sub committees and task groups

- 21.1 Time limited task groups or sub-committees may be established from time to time by the Police and Crime Panel to undertake specific task based work.
- 21.2 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.
- 21.3 A sub-committee of the Panel may not co-opt additional members.
- 21.4 The “special functions” (see 22 below) of the Panel may not be discharged by a sub-committee of the Panel or task group.

22. Carrying out ‘special functions’

- 22.1 Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined in section 18 (reports from the Panel)
- 22.2 The “special functions” of a Panel may not be discharged by a committee or sub-committee of the Panel. “Special functions” means the functions conferred on the Gwent Police and Crime Panel by:
 - (a) section 28(3)* (scrutiny of Police and Crime Plan);
 - (b) section 28(4)* (scrutiny of Annual Report);
 - (c) paragraphs 10 and 11 of Schedule 1* (Deputy Police and Crime Commissioner, The Commissioner’s Chief Executive and the Commissioner’s Chief Finance Officer);
 - (d) Schedule 5* (issuing precepts); and
 - (e) Part 1 of Schedule 8* (scrutiny of appointment of Chief Constable).

* references to the Police Reform and Social Responsibility Act 2011

23. Police and Crime Plan

- 23.1 The Panel is a statutory consultee on the development of the Police and Crime Commissioners Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft variation to it, from the Police and Crime Commissioner.
- 23.2 The Panel must:
 - (a) Hold a public meeting to review the draft Police and Crime Plan (or a variation to it), and
 - (b) Report or make recommendations on the draft plan which the Police and Crime Commissioner must take into account

24. Annual Report

- 24.1 The Police and Crime Commissioner must produce an annual report about

the exercise of his/her functions in the financial year. The report must be sent to the Panel for consideration.

24.2 The Panel must comment upon the annual report of the Police and Crime Commissioner and for that purpose must:

- (a) Arrange for a public meeting of the Panel to be held as soon as practical after the Panel receives the annual report
- (b) Require the Police and Crime Commissioner to attend the meeting to present the annual report and answer questions about the annual report as the members of the Panel think appropriate
- (c) Make a report or recommendation on the annual report to the Police and Crime Commissioner

25. Senior Appointments

25.1 The Panel is required to hold public confirmation hearings for the Police and Crime Commissioners proposed appointments of the Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. In addition, the Panel must hold a confirmation hearing for the appointment of the Chief Constable with the power of veto.

25.2 The Panel will be notified of the need for a confirmation hearing in respect of proposed senior appointments made by the Police and Crime Commissioner.

25.3 With regards to the appointment of the Chief Constable, the Panel is required to hold a hearing within a period of three weeks from the day which the Panel receives notification from the Police and Crime Commissioner.

25.4 Confirmation hearings will be held in public, where the candidate is requested to appear for the purposes of answering questions relating to the appointment. Following the hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.

25.5 For a confirmation hearing for the proposed appointments of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.

25.6 Having considered the appointment, the Panel will be asked to either:

- (a) Support the appointment without qualification or comment
- (b) Support the appointment with associated recommendations, or
- (c) Veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made vote in favour of making that decision)

25.7 If the Panel vetoes the appointment of the candidate, the report must include a statement that the Panel has vetoed the appointment with reasons.

- 25.8 With regards to the appointment of the Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner, the Panel is required to hold a hearing within a period of three weeks from the day which the Panel receives notification from the Police and Crime Commissioner.
- 25.9 Confirmation hearings will be held in public, where the candidate is requested to appear for the purposes of answering questions relating to the appointment. Following the hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.
- 25.10 For a confirmation hearing for the proposed appointments of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation as to whether or not the candidate should be appointed.

26. Appointment of an Acting Police and Crime Commissioner

- 26.1 The Panel must appoint a person to act as Police and Crime Commissioner if:
- a) No person holds the office of the Police and Crime Commissioner
 - b) The Police and Crime Commissioner is incapacitated, or
 - c) The Police and Crime Commissioner is suspended
- 26.2 The Panel may appoint a person as acting Police and Crime Commissioner only if the person is a member of the Police and Crime Commissioners staff at the time of appointment.
- 26.3 In appointing a person as acting Commissioner in a case where the Police and Crime Commissioner is incapacitated, the Panel must have regard to any representations made to the Commissioner in relation to the appointment.
- 26.4. The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:
- a) The election of a person as Police and Crime Commissioner
 - b) The termination by the Police and Crime Panel, or by the acting Commissioner of the appointment of acting Commissioner
 - c) In a case where the acting Commissioner is appointed because the Police and Crime Commissioner is incapacitated, the Commissioner ceasing to be incapacitated, or
 - d) In a case where the acting Commissioner is appointed because the Police and Crime Commissioner is suspended, the Commissioner ceasing to be suspended

27. Proposed Precept

- 27.1 The Police and Crime Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the financial year. The Panel must review the proposed precept and make a report including recommendations.

- 27.2 Having considered the precept, the Panel will either:
- a) Support the precept without qualification or comment
 - b) Support the precept and make recommendations, or
 - c) Veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made)
- 27.3 If the Panel vetoes the proposed precept, the report to the Commissioner must include a statement that the Panel has vetoed the proposed precept with reasons. The Panel will require a response to the report and any such recommendations
- 27.4 If the Panel vetoes the proposed precept, a further meeting of the Panel must be held no later than 14 days after the decision is made to consider the Commissioner's response.

28. Complaints

- 28.1 Criminal and non-criminal complaints in relation to the Police and Crime Commissioner or other office holders should be dealt with in accordance with the Act and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012.
- 28.2 Complaints by members of the public will be submitted to the Host Authority who will draw the complaint to the attention of the Chair of the Panel.
- 28.3 Allegations which are criminal in nature will be submitted to the Independent Office for Police Conduct (IOPC) for consideration.
- 28.4 Non-criminal complaints will be managed by the Chair, ***Vice Chair and the Independent Member(s) of the Gwent Police and Crime Panel and supported by the Head of Democratic Services of the Host Authority.***
- 28.5 Non-criminal complaints in relation to the Police and Crime Commissioner can be considered by the Panel through a hearing if required. The Panel can examine this through a sub-committee following the procedure set out in section 21.
- 28.6 The Panel may provide complaints, if they are deemed appropriate for local resolution, to the Chief Executive of the Office for the Police and Crime Commissioner.
- 28.7 On behalf of the Police and Crime Commissioner the Chief Executive will provide the Chair of the Panel with a summary of the activities undertaken in a timely manner.
- 28.8 Information about the submission of complaints in relation to the Police and Crime Commissioner will be published on the Police and Crime Commissioners website and the website of the Gwent Police and Crime Panel.

29. Suspension of the Police and Crime Commissioner

- 29.1 A Panel may suspend the Police and Crime Commissioner if it appears to the Panel that:
- a) The commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
 - b) The offence is one which carries a maximum term of imprisonment exceeding two years.
- 29.2 The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:
- a) The charge being dropped
 - b) The Police and Crime Commissioner being acquitted of the offence
 - c) The Police and Crime Commissioner being convicted of the offence but not being disqualified under section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction, or
 - d) The termination of the suspension by the Police and Crime Panel
- 29.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:
- a) An offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
 - b) An offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment

30. Suspension, Removal or Retirement of the Chief Constable

- 30.1 The Panel will receive notification if the Police and Crime Commissioner suspends the Chief constable.
- 30.2 The Police and Crime Commissioner must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.
- 30.3 The Police and Crime Commissioner must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.
- 30.4 If the Police and Crime Commissioner is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').
- 30.5 Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the Police and Crime Commissioner as to whether he/she should call for the retirement or resignation. Before making any recommendation the Panel may consult their Chief Inspector of Constabulary, and must hold a scrutiny hearing.

- 30.6 The scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the Police and Crime Commissioner and Chief Constable are entitled to attend to make representation in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person or by participating by telephone or video link.
- 30.7 The Panel must publish the recommendation it makes on its website and on the website of the Police and Crime Commissioner.
- 30.8 The Police and Crime Commissioner may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:
- a) At the end of six weeks from the Panel having received notification if the Panel has not by then given the Police and Crime Commissioner a recommendation as to whether or not he/she should call for the retirement or resignation, or
 - b) The Police and Crime Commissioner notifies the Panel of a decision about whether he/she accepts the Panel's recommendations in relation to resignation or retirement.
- 30.9 The Police and Crime Commissioner must consider the Panel's recommendation and may accept or reject it, notifying the Panel accordingly.
- 30.10 In calculating the six week period, the post-election period is ignored.

31. Public Participation

- 31.1 With the prior permission of the Chair, members of the public are able to make a statement in relation to a matter being considered by the Panel, with the exception of personnel matters.
- 31.2 Members of the public and duly accredited representatives of the media shall be permitted to attend meetings of the Panel.
- 31.3 If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If he/she continues the interruption, the Chair shall order his/her removal from the meeting and/or suspend proceedings.

32. Promotion of the Panel

- 32.1 The Panel shall be promoted through:
- a) A dedicated website (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications;
- 32.2 Support and guidance including training and specialist expertise as necessary shall be arranged for the Panel Members in support of the functions of the

Panel. This shall be organised by the host authority.

33. Validity of Meetings

- 33.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment.
- 33.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, subsequent amendments and any Regulations made in accordance with that Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

34. Rules of debate

- 34.1 No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.
- 34.2 Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.
- 34.3 When seconding a motion or amendment, a Member may reserve his/her speech until later in the debate.
- 34.4 Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes without the consent of the Chair.
- 34.5 A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:
- to speak once on an amendment moved by another Member;
 - to move a further amendment if the motion has been amended since he/she last spoke;
 - if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
 - in exercise of a right of reply;
 - on a point of order; or
 - by way of personal explanation.
- 34.6 Amendments to motions:
- An amendment to a motion must be relevant to the motion and will either be to refer the matter to an appropriate body or individual for consideration or reconsideration, to leave out words, to leave out words and insert or add others; or to insert or add words as long as the effect is not to negate the motion.
 - Only one amendment may be moved and discussed at any one time. No further amendment shall be moved until the amendment under discussion has been disposed of.
 - If an amendment is not carried, other amendments to the original motion may be moved.

- If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments or, if there are none, put it to the vote.
- A member may give notice of a further amendment at any time before the amendment under discussion is disposed of and such further amendments will be considered in the order in which notice is given

34.7 Alteration of motion:

- A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- Only alterations which could be made as an amendment may be made.

34.8 Withdrawal of motion

- A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

34.9 Right of reply

- The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- The mover of the amendment has no right of reply to the debate on his/her amendment.

34.10 Motions which may be moved during debate:

- When a motion is under debate, no other motion may be moved except the following procedural motions:
 - to withdraw a motion;
 - to amend a motion;
 - to proceed to the next business;
 - that the question be now put;
 - to adjourn the debate;
 - to adjourn the meeting;
 - to exclude the public and press in accordance with the Access to Information Rules; and
 - to not hear further a Member named, if he/she persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business or to exclude them from the meeting if he/she

continues to behave improperly after such a motion is carried.

34.11 Closure motions:

- Member may move, without comment, the following motions at the end of a speech of another Member:
 - to proceed to the next business;
 - that the question be now put;
 - to adjourn the debate; or
 - to adjourn the meeting.
- If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

34.12 Point of order

- A Member may raise a point of order at any time. The Chair will hear him/her immediately. A point of order may only relate to an alleged breach of these I Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the chairman on the matter will be final.

34.13 Personal explanation

- A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

34.14 Welsh Language:

- In all proceedings of the Panel the Welsh language and the English language shall have the same status and validity.
- All persons shall have the right when addressing the Panel to speak in either Welsh or English. Those wishing to participate in Welsh will be asked to give three working days' notice.

Appendix A

Eligibility Criteria Co-opted Members of the Police and Crime Panel

Applicants for Co-opted member roles must not be:

- Anyone under 18 years old.
- A member of staff of the Gwent Police and Crime Commissioner.
- A serving Police Officer.
- A member of the civilian staff for Gwent Police.
- A Member of Parliament.
- Members of the National Assembly for Wales, Scottish Parliament or the European Parliament.
- A member of a local authority within the Gwent Police area.
- Persons who do not live or work in the Gwent police force area.
- Civil servants engaged in political activity.

Competencies:

- Strategic thinking:
The ability to rise above detail and see problems from a wider, forward thinking perspective
- Scrutiny and Challenge:
The ability to rigorously scrutinise and challenge constructively, using appropriate data and evidence
- Openness to change:
Challenging accepted views in a constructive way
- Analytical ability:
interpreting and questioning complex material including financial, statistical and performance information
- Communication:
Explaining situations clearly, together with a willingness to listen to and represent the views of all sections of the community on policing issues.
- Effective time management:
Identifying priorities and making the most productive use of one's own time and others time

Personal Skills & Qualities:

- Respect for others:
Capacity to treat all people fairly, with respect and valuing diversity
- Integrity
Embracing high standards of conduct and ethics
- Enthusiasm and drive:
Willingness to learn and develop to enhance one's knowledge and understanding
- Team working:
Playing an effective role through listening, persuading and showing respect for the views of others
- Self-confidence:
Seek out and listen to the views of others and play an active part in discussions and debates

All Panel Members are expected to carry out their responsibilities in accordance with the Nolan Principles of standards of conduct in public life.

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GWENT POLICE AND CRIME PANEL FORWARD WORK PROGRAMME 2018/19

25th January 2019 at 10am

- Performance Reporting - Sickness Absence
- PCC Update Report
- Police and Crime Commissioner for Gwent's Budget Requirement and Council Tax Precept Proposal 2019/20.

29th March 2019 at 10am

- Performance Reporting
- PCC Update Report
- Cyber Crime
- OPCC Complaints

28th June 2019 at 10am

- Performance Reporting
- PCC Update Report
- Police and Crime Commissioner for Gwent Draft Annual Report.

27th September 2019 at 10am

- Performance Reporting
- PCC Update Report
- MTFP and Budget Setting Timetable
- Treasury Management Year End Report

13th December 2019 at 10am

- Performance Reporting
- PCC Update Report
- Initial Budget Briefing

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