

AUTHOR: Gary Thompson**SPONSOR: DCC Jon Stratford****DECISION NUMBER: 04/2021**
*(to be completed on approval)***SUBMITTED TO: Chris Nelson, Police & Crime Commissioner for Gloucestershire****SUBJECT: Summary of papers agreed at Constabulary Governance Board 20 July 2021.****EXECUTIVE SUMMARY:**

Constabulary Governance Board met on 20 July 2021 and was attended by the following persons - Chief Constable, Deputy Chief Constable, ACC Local Policing and Public Contact, Head of People Services and Workforce Development, Chief Finance Officer, Head of Public Affairs, OPCC – Deputy Chief Executive, Chief Constable's Chief of Staff and Jenny Fullerton. ACC Crime, Justice and Vulnerability joined for part of the meeting via video.

Apologies were offered by Detective Chief Superintendent Operational Standards and Performance due to annual leave.

The following papers were discussed at CGB and are shared with PCC Governance Board.

For decision:-

1. Proposed approach to crime recording in Gloucestershire Constabulary
2. Citizens in Policing (CiP) growth

For information:-

1. Body worn video disclosure
2. Policies for noting – backup and restore; facilities agreement with the Police Federation; Environmental Update – ISO 14001:2015

RECOMMENDATION:

PCC Governance Board is asked to note the papers presented to CGB and the decisions taken.

OUTCOME/APPROVAL BY:



Signature:

Date: 04.08.21

Police and Crime Commissioner for Gloucestershire

Public Access to Information

Information in this form and associated reports is subject to the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011. Where it has been indicated that this is a decision of significant public interest, all of this form except Part Two will be made available on the website of the OPCC.

Any information that should not be automatically available on request should not be included in Part One but instead on a separate Part Two form.

Is this a decision of significant public interest?

This includes a decision with any impact on the community, expenditure in excess of £50,000, or any decision that would be of obvious interest to the media or the general public

Details contained within the matrix for each paper.

Is there a Part Two form?

This section should only include information that, if published:

- a) would, in the view of the chief officer of the police, be against the interests of national security;*
- b) might, in the view of the chief officer of police, jeopardise the safety of any person;*

No – no part 2 forms for any papers.

<p>c) <i>might, in the view of the chief officer of police, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or</i> d) <i>is prohibited by any enactment.</i> e) <i>breaches commercial sensitivity</i></p>	
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ORIGINATOR CHECKLIST (MUST BE COMPLETED)	Comments including who has approved the report if applicable
Has legal advice been sought on this submission if required?	Details contained within the matrix for each paper.
Has the Chief Finance Officer been consulted, if required?	Details contained within the matrix for each paper.
Have equality, diversity and human rights implications been considered, as appropriate?	Details contained within the matrix for each paper.
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Details contained within the matrix for each paper.
Has communications advice been sought on areas of likely media, community, staff or partner interest and how they might be managed?	Details contained within the matrix for each paper.
Have all relevant implications and risks been considered?	Details contained within the matrix for each paper.

PART ONE – For publication

Decision papers

1. Proposed approach to crime recording in Gloucestershire Constabulary

ACC Craig Holden (CH) and Detective Superintendent Richard Ocone (RO) presented a paper to CGB which outlined a new approach to crime recording within the Constabulary.

The paper explained the force response to feedback from HMICFRS about our Crime Data Integrity recording practices following their inspection as part of the PEEL process.

In June 2021, the Chief Constable declared this issue a force critical incident and a gold structure was put in place to manage the response. Immediate measures have been taken to move staff into the Crime Management Unit (CMU) to assist with recording, auditing and allocation of crimes.

As a result the staff available to the CMU has doubled from 19 July 2021.

RO explained that the paper sets out a series of recommendations which would put the force in the best possible position to address HMICFRS feedback. These recommendations included the following:-

1. That high concentrations of restricted staff in business critical roles can prevent those departments operating effectively. This is particularly relevant in the CMU. It is recommended that a command structure is put in place to review the organisational thresholds and distribution of such staff to optimise performance.

The Chief Constable noted this recommendation and remitted this action to the DCC`s gold group which is looking at restricted staff.

2. That as a short to medium term contingency the CMU should be uplifted in establishment. This to ensure that the present delays in timely and comprehensive recording are addressed.

The Chief Constable stated that action had already taken place to move the staff required following an exceptional Resource Management Panel.

3. That the Force Crime Registrar and Deputy should not be abstracted for any other role without the express authority of the Chief Constable.

The Chief Constable agreed this recommendation.

4. That option 3A, as outlined below, is the recommended crime management model supported by option 3B which sets out the recommended auditing capability.

The Chief Constable agreed this recommendation.

5. That a review is completed of this model prior to the implementation of any new Core-RMS or further possible IT solutions.

The Chief Constable agreed this recommendation and noted that work is ongoing in relation to exploring IT solutions.

6. That the force should explore the purchase of a force gazetteer.

The Chief Constable agreed this recommendation and noted that RO was holding a meeting with head of ICT - Rob Campbell to examine options around this recommendation.

7. A sustainable estate solution should be identified to accommodate approximately 20 members of the new Crime Standards Bureau (Option 3A). This need not be on the Headquarters campus but does need to be identified with future estate evolution considerations.

The Chief Constable agreed this recommendation and noted that temporary accommodation has been found for the CMU team at WW's HQ but that further work should be completed to find a long term solution.

8. That all staff in the Local Policing Areas, Investigations and CMU should receive bespoke, face to face, crime recording training. In order to deliver this promptly the decision has already been considered and agreed by Gold, so this recommendation is for noting only.

The Chief Constable agreed this recommendation.

9. Communications and engagement should seek to reduce other internal force messages to staff to ensure a tight focus on this critical incident and prevent message dilution. This direction has already been provided by Gold and is for noting only.

The Chief Constable agreed this recommendation.

Additional information - recommendation 4 above

Recommendation 4 above outlines option 3a (page 12 of the CGB paper) as the preferred long-term sustainable solution to the CDI requirements.

RO stated that as a result of the analysis that he had carried out, his assessment was that the CMU needed to change to a "Crime Standards Bureau" (CSB) which operates between 0700hrs – 2300hrs every day including weekends.

The CSB would consist of a combination of "Crime Standards and Investigation Officers" (CSIO) and a small number of police officers.

It is assessed that the CSB needs to be comprised of four shifts of 12 (9 x CSIO and 3 x PC) each supervised by a sergeant.

The CSIO roles are currently subject to final pay grading assessment but it is anticipated that they will attract pay scales 4 or 5 plus a shift allowance of 24.14% in line with current police staff pay agreements (this is subject to final shift patterns).

Costs related to this recommendation

Cost for the CSIO posts are dependent on the final grading, but a:-

- Grade 4 post - plus 'on costs' and 24.14% shift enhancement costs £37,557
- Grade 5 post – plus 'on costs' and 24.14% shift enhancement costs £41,642

If the CSIO posts are not re-purposed from elsewhere in the Constabulary the overall cost of 36 posts will be:-

- Scale 4 posts with shift allowance - £1.352 million.
- Scale 5 posts with shift allowance - £1.499 million.

On behalf of CGB, the Chief Constable noted the business case and associated costs and agreed that this was the appropriate way to progress - subject to final approval of funding by the PCC at PCCG.

Recommendation for PCC Governance board

The paper is now remitted to PCC Governance Board for a decision in relation to recommendation 4 – an increase of 36 CSIOs within the CSB.

The PCC is asked to support this recommendation and allocate funding to allow the Constabulary to commence the recruitment processes required.

2. Citizens in Policing – growth

This paper was presented to CGB by ACC Rhiannon Kirk, the lead for CiP, who outlined the proposed future model for CiP within the Constabulary.

The paper provided details of the current structure, a brief precis of the CiP work-streams and the vision for a future structure. The paper aimed to put forward plans to consolidate all the current strands of volunteer work, including additional ambitious plans for further growth, into the CiP portfolio.

ACC Kirk explained that the Constabulary now had the opportunity to develop the CiP model to facilitate the realisation of community engagement in policing via volunteering.

The proposed changes to the model would support current as well as potential additional volunteering opportunities which would support the Police and Crime Commissioner's (PCC) manifesto pledge to uplift the Special Constabulary (SC) establishment by 150 officers by December 2023.

The aim of CiP is to support volunteers of all ages who want to fulfil their civic duty through policing thereby making communities safer by connecting communities to policing and policing to communities.

Building on the national CiP strategy the paper outlined the vision for the Constabulary to realise the objectives of ensuring that every volunteer will be valued, integrated, engaged and effective whilst raising the profile of volunteering within policing and widening the opportunities for those wishing to support us.

The recommendations put forward for CGB included:-

1. Approval for the restructure of CiP, which includes support for the proposed new governance / staffing structure, and recognition of CiP as a department in its own right located within Local Policing.

The Chief Constable agreed this recommendation.

2. To agree the merge of Neighbourhood Watch (NHW), the associated watch schemes and Crime Prevention into CiP from Community Harm Reduction. This will involve the transfer of the existing four NHW Officers, the Harm Reduction Advisor, and the Crime Prevention Design Advisor who will continue in post but under the new CiP governance structure.

The Chief Constable agreed this recommendation.

3. To approve the creation of several new volunteering programmes and to incorporate these additional business areas into the CiP portfolio. These programmes include Employer Supported Policing (ESP), the Force-wide Work Experience programme, Youth Advisory Group (YAG), Mini Police, Police Cubs.

The Chief Constable agreed this recommendation.

4. To approve the deletion of the existing Senior Harm Reduction Advisor post (Police staff Scale SO1) and transfer that salary budget across to cover the creation of a new post - Volunteer Programme Manager (Adults).

It was noted that this recommendation was cost-neutral and the Chief Constable agreed this recommendation.

5. To approve the growth of further new posts of, Volunteer Programme Manager (Youth), ESP coordinator (fixed term contract for 18 months) and two administrative roles supporting the adult and youth programme managers.

The Chief Constable agreed this recommendation but as it includes growth, it is remitted to PCCG for final approval.

Costs involved with the recommendations

No additional costs involved with recommendations 1 – 3.

Recommendation 4 is cost-neutral as a post is being moved to create the new post.

Recommendation 5 is growth and costs involved are:-

Volunteer Programme Manager (Youth) – S01 - £44,991 ongoing (permanent appointment)

ESP coordinator (fixed term contract for 18 months) – scale S01 - £67,487 for 18 months

2 x administrative roles supporting the adult and youth programme managers – scale 3 – cost £53,294 ongoing (permanent appointment)

Total costs of all posts involved = £98,285 permanent uplift p.a. and one off £67,487

Budget Impact (assuming January 2022 start)

	2021/22	2022/23	2023/24	
Staffing				
Permanent		98,285	98,285	196,570
One Off	16,872	67,487	16,872	101,231
Funded by				
PCC Pot of Gold	-16,872	-67,487	-16,872	-101,231
Precept increase		-98,285	-98,285	-196,570

Recommendation for PCC Governance board

The paper is now remitted to PCC Governance Board for information and for agreement of recommendation 5 above and the associated costs of £.

Papers for noting

1. Body Worn Video (BWV) – disclosure to Community Legitimacy Panel

This paper was presented by DCC Jon Stratford who is the force Senior Information Risk Owner (SIRO).

DCC Stratford explained that in December 2020 the NPCC lead for BWV directed that the police should more readily release footage to the media and scrutiny panels. This resulted in a significant review of our BWV policy. An updated BWV policy was created and adopted which implemented all elements of the national guidance.

However, the current situation in Gloucestershire Constabulary is that un-redacted BWV is **not** shared with external legitimacy and scrutiny panel members unless they hold police vetting clearance. This position needs to be reviewed because access to and the viewing of un-redacted BWV footage is increasingly an essential part of the scrutiny of police powers by the panels.

Some volunteers do not wish to be subject of police vetting because this is considered an intrusion, causes them concern and also undermines their independence as a scrutiny panel member. This has created the perception amongst some panel members that our approach is only allowing those we deem “suitable” through vetting to then scrutinise our legitimacy.

DCC Stratford’s paper outlined the Constabulary’s current position, the legality of releasing un-redacted BWV footage to un-vetted panel members and provides the options for decision including any mitigation that could be taken regarding data protection breaches by using confidentiality agreements and viewing of the BWV in a police controlled environment.

Recommendation approved at CGB

A number of options were presented to CGB and the Chief Constable approved option 4:-

4. Members undergo no vetting or background checks but mitigation is in place in the form of confidentiality agreements and controlled access to view un-redacted BWV and police information.

Recommendation for PCC Governance board

PCC Governance Board is asked to note the recommendation approved at CGB.

2. Policies for sign-off at CGB

The following policies were presented at CGB for sign-off. All the policies have been considered by other boards prior to CGB.

Policies for noting:-

- Backup and restore;
- Facilities agreement with the Police Federation
- Environmental update required for strategic oversight of ISO 14001:2015 certification

Decision at CGB

CGB noted the policies with specific reference to the Environmental Update – CGB affirmed their commitment to maintaining ISO certification.

Recommendation for PCC Governance board

The policies are remitted to PCC Governance Board for information.

Summary

PCC Governance board is asked to approve the papers:-

1. Proposed approach to crime recording in Gloucestershire Constabulary
2. Citizens in Policing (CiP) growth

To note the papers:-

1. Body worn video disclosure
2. Policies for noting – backup and restore; facilities agreement with the Police Federation; Environmental Update

SPONSORING BOARD MEMBER APPROVAL

Name: Jon Stratford

Job title: Deputy Chief Constable



Signature:

Date: 26/07/2021

CHIEF EXECUTIVE APPROVAL

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.



Signature:

Date: 28/07/2021