



**MINUTES OF THE JOINT INDEPENDENT AUDIT and ETHICS COMMITTEE
(POLICE AND CRIME COMMISSIONER FOR WEST YORKSHIRE
AND WEST YORKSHIRE POLICE)
HELD ON 19 JULY 2019**

ETHICS SESSION

MEMBERS PRESENT

Trevor Lake (Chair)
Julie Talbot
Julie Winham

OFFICERS PRESENT

Simon Bottomley, C/Supt, WYP
Russ Foster, T/DCC, WYP
Anita Patel, Sgt, WYP
Julie Reid, Governance Manager, OPCC
Neil Rickwood, Head of Audit & Risk, Shared Services
Jayne Sykes, Interim Chief Executive, OPCC

1. WELCOME & APOLOGIES

Trevor Lake welcomed all to the meeting. No apologies had been received.

2. DECLARATION OF INTEREST

None declared.

3. RECORD OF ATTENDANCE

Details of member and officer attendance at previous meetings of the Committee were circulated for information and were noted.

4. MINUTES

The minutes of the meeting held on 12 April 2019 were agreed as an accurate record subject to the reference in item 4 being amended to **T/DCC**.

5. MATTERS ARISING

(a) Whistleblowing Policy

Simon Bottomley confirmed that the Whistleblowing Policy had been amended to allow reports to be made to the Treasurer and the Head of Audit and Risk.

(b) Body Worn Video

Russ Foster advised members that there was an error in the evidential uploads figure for November 2017 which was a result of a technical fault which has now been rectified.

Trevor Lake referenced a matter from the earlier Audit Committee – the governance of drones in West Yorkshire given the lack of national policy and was advised by Russ Foster that development of national policy is ongoing and the Force expects to adopt this in due course.

Members requested a report on the governance arrangements which are presently in place.

ACTION: Russ Foster to report to Committee on the development of ethical governance arrangements for drones in West Yorkshire in the absence of a national strategy.

(c) Review of Policy – Equality and Diversity Policy

Members agreed that their recommendation regarding an Equality and Diversity Policy should be brought to the next meeting of the Committee after further discussion takes place in West Yorkshire Police.

ACTION: Russ Foster to report to Committee on the Force's policy approach to equality, diversity and inclusion.

6. CHAIR'S UPDATE

Trevor Lake noted the recent University of Essex review of the use of facial recognition technology and was advised by Russ Foster that the technology is not used in West Yorkshire although images taken in custody or stills from CCTV can be used to compare images.

Jayne Sykes advised members that a grant had previously been received from the Home Office innovation fund to pilot the use of CCTV for finding missing persons but the facial recognition element of the pilot had not been used.

Trevor Lake queried the use of predictive policing and was advised by Russ Foster that it is used to predict trends and demand to help to align resources. Trevor Lake sought assurance that the governance of the technology prevents bias in it being used to target certain communities by, for instance, using stop and search figures. The Committee discussed this in April 2019 and were informed that ethnicity and location information is

removed from the data which is used. A further report is scheduled to be considered by Committee in April 2020.

Russ Foster confirmed that there was an option to use partnership data to supplement police information, for instance, in relation to knife crime incidents, victims' data or NHS data.

7. REVIEW OF POLICY – VETTING POLICY

Simon Bottomley presented a report on the Vetting Policy confirming that retrospective vetting of 4,000 staff who were employed prior to 2016 is now complete.

Members were informed that the Force Vetting Officer and PSD work closely with scrutiny panels to explain the vetting policy. Some partnership staff, employed by partner agencies, work from Force buildings and the policy position is that these individuals should be vetted to the same standard as police staff and officers. Jayne Sykes confirmed that a similar approach is taken with respect to staff and volunteers working in commissioned services.

Members were also informed that vetting reviews are triggered when staff or officers move post and staff and officers are sent an annual reminder to report any changes in circumstances.

Julie Winham suggested that examples of what 'material changes' may be should be included in the policy information for staff and this was agreed.

ACTION: Simon Bottomley to amend the vetting policy to include examples of what would constitute a material change in circumstances for staff and officers.

Members were also informed that an integrity health check is completed annually via the PDR process. Julie Winham sought further information about the PDR completion rate.

ACTION: Simon Bottomley to provide an update to Committee on PDR completion rates.

Julie Talbot queried how incidents which took place in other Force areas are accounted for in the vetting process and was advised that Forces should put a 'flag' on their vetting system should there be any concerns which can then be reported to the employing force when a request for vetting information is received. Staff or officers who have a finding against them may also be placed on the 'barred list' which is maintained by the College of Policing.

8. REVIEW OF POLICY – FINANCIAL ASSISTANCE AND UNMANAGEABLE DEBT

Simon Bottomley presented a report on the Financial Assistance and Unmanageable Debt Policy.

Trevor Lake asked whether staff and officers can approach their trade union/staff organisations for assistance and this was confirmed. Jayne Sykes informed members that the PCC had recently extended funding to the Police Federation so that Special Constables could be supported.

9. REVIEW OF POLICY – INAPPROPRIATE AND NOTIFIABLE ASSOCIATIONS POLICY

Simon Bottomley presented a report on the Inappropriate and Notifiable Associations Policy.

Julie Winham asked whether the policy captured relationships between staff and officers and was advised that the policy sat alongside the Abuse of Position for Sexual Purposes Strategy and will also be supplemented by two new policies – Sexual Harassment and Relationships in the Workplace.

Julie Talbot noted the present number of notifiable associations (1,196) and was advised this was seen as positive reporting.

Julie Talbot asked whether notification of association is cross referenced against business interest applications and was advised that it was.

10. ETHICAL ISSUES ARISING FROM THE GOOD GOVERNANCE GROUP

Jayne Sykes provided an update to members of ethical issues arising from Good Governance Group including:

- Discussion of the difficulties of managing media and community interests during IOPC investigations.
- The Home Office bid for £3.7m to establish a violence reduction unit.
- The development of target risk scores in the risk register.
- Handling of persistent complainants and a decision to apply a contact policy in the case of one.
- The outstanding rating awarded by HMICFRS for Force crime recording.
- The consultation on an exit payment cap and the potential impact on voluntary redundancies.
- The BAME Women in Policing Conference and the impact of expressions of interest in officers transferring to West Yorkshire.

Trevor Lake referenced the intention to avoid Hay Panels to establish new role profiles and, instead, second people into a range of existing WYP/OPCC or partner agency roles in the Violence Reduction Unit. Trevor suggested this may introduce risk to the PCC's position in overseeing the Force and was advised by Jayne Sykes that an audit trail of checks and balances are being built into the process which is under the guidance of the People Director and Business Partner at WYP.

11. INTERNAL ETHICS COMMITTEE

Simon Bottomley provided an update to Committee on the Internal Ethics Committee in Force confirming that the Chair and Deputy Chair have now been appointed and the Committee is supported by the People Directorate.

Trevor Lake sought copies of notes of the meetings.

ACTION: Russ Foster to provide the notes of the Internal Ethics Committee to the Joint Independent Audit and Ethics Committee, for information.

12. PUBLIC COMPLAINTS, GRIEVANCES, DISCIPLINARY, FRAUD AND MISCONDUCT MATTERS

Simon Bottomley presented a report to members outlining PSD's strategic threat assessment for the period March 2019 to May 2019 and the IOPC Performance Bulletin for the period April 2018 to March 2019. Members were advised that PSD are planning an awareness campaign, 'Knowing the Line' to support the introduction of a policy on Sexual Harassment and have increased resources to deal with internal investigations following and HMICFRS inspection.

Julie Winham asked whether attendance at road-shows and engagement events is mandatory and was advised that PSD have an input on all training courses.

13. OPCC STAFF SURVEY

Jayne Sykes presented members with a report on the findings of the OPCC staff survey and advised that externally facilitated follow-up sessions are taking place with staff to extract the underlying issues.

Trevor Lake requested a follow-up report of the actions taken following the staff survey.

ACTION: Jayne Sykes to report to Committee on actions taken by the OPCC as a result of the staff survey.

14. ANY OTHER BUSINESS

Julie Talbot queried the intention to recruit a fourth member to the Committee and was advised by Jayne Sykes that the intention is to recruit a fourth member, who has a financial skills/audit background in addition to ethical experience/awareness skills in order to complement the existing committee members skills base.

Trevor Lake noted that there remains a need to review the Ethics Committee and suggested this should take place once the substantive Chief Executive has been appointed.

Jayne Sykes advised members that the demonstration by 'Extinction Rebellion' has ended and the OPCC received 17 complaints which were all responded to, 5 of which have returned with criticism of the Council and the Police. Russ Foster noted that there were no public order issues associated with the protest.

Date of the next meeting: 4 October 2019, 13:00, Ploughland House.