



**MINUTES OF THE ANIMAL WELFARE MEETING
HELD REMOTELY AND PARTLY IN PERSON AT CONFERENCE ROOM ONE,
POLICE HEADQUARTERS ON 25th APRIL 2022 at 4:00 PM**

PRESENT: Martyn Evans – Chair - Animal Welfare Visitor (ME)
Lisa Winnett - Animal Welfare Visitor (LW)
Tracey Leake-Jones – Animal Welfare Visitor (TLJ)
Andrew Watkins – Animal Welfare Visitor (AW)
Madhulata Patel – Animal Welfare Visitor (MP)
Nina Evers – Animal Welfare Visitor – (NE)
Stephen Lewis – Animal Welfare Visitor – (SL)

Matthew Havard - Inspector - Roads Policing Specialist, Operations
Nicola Warren – Scheme Administrator, OPCC (NW)
Ceri Davis – Assistant Scheme Administrator, OPCC (CD)

The meeting commenced at 4:08 p.m.


	Notes and Actions	Action
1.	Apologies	
	Apologies for absence were received from Louise Crawford - Dogs Trust, Emma Smith - RSPCA, Laura Buchanan-Smith, Anthony Davies, Sarah Fowler, Caroline Herbert, Victoria Waite, Chloe Bradley-Thomas, Linda Mason, Kirsty Buckland and Emelia Smith.	
2.	Chair and Vice Chair Nominations	
	NW thanked ME for his tenure as Chair and for the valuable support he offered throughout. NW confirmed there had been one expression of interest for the role of scheme Chair, which was to be expected with so many new members on the scheme. NW informed us that Chloe Bradley-Thomas (CBT) had expressed an interest in the role. All scheme members present agreed to support CBT in the role of Chair.	

	<p>ME offered his support to CBT and passed on his best wishes.</p> <p>NW confirmed there had been no expressions of interest for the role of Vice Chair and therefore she would fill the role for the forthcoming year.</p>	
3.	Minutes and Actions from Previous Meetings	
	<p>The minutes of the last meeting were agreed as a true and accurate record.</p> <p>NW requested that visitors advise both CD and NW of any visit dates or meeting dates that they could not attend.</p> <p>Action 3 NW advised us that an update had been received from the Force and confirmed that the air conditioning in the dog vehicles was checked. However, handlers had been reminded that the best option was to park the vehicles in the shade with the boot lid open, in natural temperatures. Air conditioning was a last resort as this dehydrates the dogs and should not be used as temperature control for a long period of time.</p>	All Visitors
4.	Scheme Update	
	<p>NW informed us that Gillian Hathaway had resigned, and a letter of appreciation had been sent from the Commissioner's Office on behalf of the scheme for her valued support during her time as a volunteer.</p> <p>NW advised us that the process for arranging visits with the dog section was being reviewed. Since the dog's section had integrated with Roads Policing and Specialist Operations the current process was no longer suitable and some visits had been missed, some due to operational emergencies and some as a result of miscommunication. Consideration was being given to exploring the possibilities of visiting an increased number of dogs by conducting welfare visits during the dog training days as opposed to visiting one handler at a time.</p> <p>MH informed us that the dog section had been through a significant change since the collaboration with the Roads Policing Section and that working arrangements, shift patterns and management had changed. MH apologised for any visits that had been missed as a result of miscommunication or demand and advised that the development of a new process aimed to limit this.</p> <p>NW advised us when the process for coordinating visits had been agreed a revised rota would be circulated. The new process was expected to reduce demand on the force and on the visitors as multiple dogs could be visited at one time.</p> <p>NW advised us that part of the Memorandum of Understanding with the Dogs Trust was to carry out home kenneling checks at least every two years to ensure</p>	

	<p>the kennels were fit for purpose. NW informed us that MH and Chief Inspector Smith had agreed to carry out the visits.</p> <p>NW advised us that a number of new kennels were purchased and replaced last year, and others would be reviewed this year.</p> <p>CD stated that one home inspection had been carried out and the report form had been received.</p> <p>NW informed us that links had been circulated to all members to evidence the Dogs Trust had awarded the scheme and the dog section a certificate for having a successful Animal Welfare Scheme.</p> <p>NW passed on the Commissioner's thanks and appreciation for the support given by the visitors.</p> <p>NW advised the visitors that they were entitled to claim for travel costs, this was noted in the animal welfare handbook. Claims should be submitted within one month ideally (and no later than three months) or, as per organisational policy payment would not be received. All claims should be submitted to CD.</p> <p>NW informed us that since the government Covid restrictions had been updated the risk assessments that had previously been circulated would no longer apply. NW would circulate the force policy restrictions when attending meetings in person in the headquarters.</p> <p>CD to circulate an updated list of dog handlers.</p>	<p>NW</p> <p>CD</p>
5.	Operational Update from the Dog Section	
	<p>MH advised us that PD Toby's behaviour had changed and he been challenging through training when working to achieve his licence and was attacking when not instructed to. Unfortunately, having exhausted all avenues to re-train him, the sad decision was taken to euthanise him. MH explained the extensive actions taken to try to train PD Toby and asked visitors to contact him if they would like any further information on the process or how they came to that decision.</p> <p>The scheme asked MH to pass on their condolences to PD Toby's handler.</p>	
6.	AOB	
	<p>A concern was raised in relation to the number of visits conducted as some visitors expected to be conducting more. NW advised us the visits should increase when the longer standing visitors left the scheme due to their tenures ending in the near future.</p> <p>A query was raised in relation to training the new visitors had received.</p>	

	<p>NW confirmed the new visitors would attend visits with the more experienced visitors so that they can observe the process and gain experience and confidence as a result.</p> <p>NW advised us that CD and NW would also be trained on the process of conducting a visit to assist with any future training should it be required.</p> <p>NW requested that visitors advise CD or NW should they require any additional training.</p> <p>NW advised us that the next panel meeting would be held in the new Headquarters in person but also online for visitors who were unable to attend in person.</p>	
7.	Date of Next Meeting	
	The next meeting will be held at 4pm, on 18th July 2022.	

Meeting concluded at 4:54pm

Jeff Cuthbert B.SC., MDIPD, Police and Crime Commissioner for Gwent
<p>I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct.</p> <p>Any such interests are recorded below.</p> <p>The above request has my approval.</p>
Signed

Date
20/05/2022

Contact Officer	
Name	Nicola Warren
Position	Governance Officer
Telephone	01633 642200
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Background papers	

Actions from Meeting dated 25th April 2022

Minute Number	Action	Owner	Update	
3.	NW requested that visitors advise both CD and NW of any visit dates or meeting dates that they could not attend.	All Visitors		
4.	NW informed us that since the government Covid restrictions had been updated the risk assessments that had previously been circulated would no longer apply. NW would circulate the force policy restrictions when attending meetings in person in the headquarters	NW		
4.	CD to circulate an updated list of dog handlers.	CD		
	<u>Actions from Meeting dated 31st January 2022</u>			
3.	NW requested that the visitors advise of any days or times that they could not conduct a visit to assist with organising the rota. Those conducting the visits should then liaise with each other, along with the Inspector and the Sergeant to agree a convenient visit time and place.	All Visitors	NW requested that the visitors advise in advance of any holidays planned or dates unable to attend a visit.	Ongoing

