



**MINUTES OF THE ANIMAL WELFARE MEETING  
HELD REMOTELY AND PARTLY IN PERSON AT CONFERENCE ROOM ONE,  
POLICE HEADQUARTERS ON 31<sup>ST</sup> JANUARY 2022 at 4:00 PM**

**PRESENT:** Martyn Evans – Chair - Animal Welfare Visitor (ME)  
Gillian Hathaway – Animal Welfare Visitor (GH)  
Lisa Winnett - Animal Welfare Visitor (LW)  
Tracey Leake-Jones – Animal Welfare Visitor (TLJ)  
Kirsty Buckland – Animal Welfare Visitor (KB)  
Linda Mason – Animal Welfare Visitor (LM)  
Andrew Watkins – Animal Welfare Visitor (AW)  
Madhulata Patel – Animal Welfare Visitor (MP)  
Nina Evers – Animal Welfare Visitor – (NE)  
Victoria Waite – Animal Welfare Visitor – (VW)  
Emelia Smith – Animal Welfare Visitor – (ES)  
Chloe Bradley-Thomas – Animal Welfare Visitor (CBT)

Matthew Havard - Inspector - Roads Policing Specialist  
Louise Crawford - Animal Welfare Co-Ordinator, Dog Trust (LC)  
Emma Smith - RSPCA (ES)  
Nicola Warren – Scheme Administrator, OPCC (NW)  
Ceri Davis – Assistant Scheme Administrator, OPCC (CD)

**The meeting commenced at 4:05 p.m.**

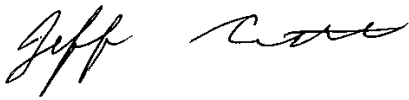
	Notes and Actions	Action
1.	<b>Apologies</b>	
	Apologies for absence were received from Laura Buchanan-Smith, Anthony Davies, Stephen Lewis, Sarah Fowler, Caroline Herbert.	
2.	<b>Minutes and Actions from Previous Meetings</b>	
	The minutes of the last meeting were agreed as a true and accurate record.	

3.	<b>Scheme Update</b>	
	<p>NW advised us that the Commissioner's office had moved to the new headquarters and that the IT equipment was still being installed but should be completed by the next panel meeting. CD to advise visitors if the next panel meeting would be held in person.</p> <p>NW informed us that the vice chair Jennifer Deasington 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 informed us that ME had agreed to continue as chair without a vice chair until the next panel meeting when a new chair and vice chair would be elected.</p> <p>ME thanked the members of the committee for their dedication and commitment over the years and offered his support and best wishes to the new members.</p> <p>NW advised us that monthly visits were being carried out and that one visit had been missed in December and this was due to miscommunication in relation to the rota. We also noted that a visit had been aborted in November due to an operational emergency which had to take priority.</p> <p>NW advised us that there were seven dogs who had not received a visit and informed us that a new rota would be drawn up and visits would be scheduled for every three weeks from March to ensure all dogs were seen within a twelve-month period.</p> <p>NW reiterated that all dogs must be seen within a one-year period and the seven dogs that had not been seen should be prioritised.</p> <p>CD to circulate an updated list of dogs and handlers.</p> <p>MH informed us that there was a possibility of Police Dog (PD) Wasp being retired as a result of an injury.</p> <p>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 Force to agree a convenient visit time and place. Due to shift patterns, emails should be sent to both the Inspector and the Sergeant of the team to ensure a response.</p> <p>NW advised us that the new visitors had completed their training and an updated contact list had been circulated. We noted that the contact details were for the purpose of the scheme and were not to be shared.</p>	<p><b>CD</b></p> <p><b>CD</b></p> <p><b>All Visitors</b></p>

	<p>NW reminded us that the Covid Risk Assessments had been circulated to all visitors and asked for any outstanding responses to be returned by email prior to visits taking place.</p> <p>NW advised us that an update had been requested on the handler's kennel checks and would be shared with visitors.</p> <p>NW to establish if the air conditioning in the dog vehicles is checked as part of the vehicle check.</p>	<p><b>NW</b></p> <p><b>NW</b></p>
<b>4.</b>	<b>Abuse of Power</b>	
	<p>NW advised us of the reporting process should there be any concerns with abuse of trust or position. We were reminded that Animal Welfare visitors represented the Commissioner and their position as a visitor should not be used for any other reason other than to check on the welfare of dogs. We discussed some examples of inappropriate behaviour and NW advised us that there was an expectation that visitors would report inappropriate behavior. The visitors were advised that they would be supported if they did report any inappropriate behaviour and they could contact the scheme administrator or assistant at any time should they have any concerns.</p> <p>NW advised us there was a Safecall number available to call should they wish to remain anonymous. CD to circulate number to all members. NW advised that consideration would be given to all reports whether anonymous or not.</p> <p>All members confirmed they understood what they would consider to be an abuse of trust or position.</p>	<p><b>CD</b></p>
<b>5.</b>	<b>Terms of Reference</b>	
	<p>NW advised us of the terms of reference for the meeting.</p> <p>NW to circulate to all members.</p>	<p><b>NW</b></p>
<b>6.</b>	<b>Operational Update from the Dog Section</b>	
	<p>MH advised the new members that the Dog Section had recently integrated with Roads Policing and Specialist Operations.</p> <p>MH informed us that a training course had commenced for two additional handlers and one existing handler who had a new dog following the retirement of her previous dog.</p> <p>MH advised us that one of the dogs had been found to be unsuitable for training, so the force was liaising with another force to obtain a new dog for the handler, in order for them to be able to complete their training.</p> <p>MH informed us that once training had been completed this would bring the section up to sixteen handlers.</p>	

	MH advised us that PD Toby's suitability was being assessed as a result of experiencing difficulties with distinguishing between operational time and non-operational time.  MH advised the scheme members they would be welcome to observe the training course that is now running. CD to contact officer in charge to arrange.	<b>CD</b>
<b>7.</b>	<b>Any Other Business</b>	
	The Chair advised the panel that a trust had been set up for retired dogs and NW advised the new scheme members that if they were interested in joining the Gwent Retired Police Dogs Trust to contact LW outside of the meeting as the trust was not part of the Animal Welfare scheme.	
<b>8.</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held at <b>4pm, on the 11<sup>th</sup> April 2022.</b>	

**Meeting concluded at 4:45pm**

Jeff Cuthbert B.SC., MDIPD, Police and Crime Commissioner for Gwent
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.  Any such interests are recorded below.  The above request has my approval.
Signed  
Date  23/03/2022

<b>Contact Officer</b>	
Name	Nicola Warren
Position	Governance Officer

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Background papers	



