



**MINUTES OF THE ANIMAL WELFARE VISITING SCHEME  
HELD BOTH REMOTELY ON TEAMS AND IN PERSON IN YEW MEETING  
ROOM, POLICE HEADQUARTERS ON 16<sup>th</sup> JANUARY 2023 at 4:00 PM**

**PRESENT:**

Tracey Leake-Jones – Animal Welfare Visitor (TLJ)  
Steve Lewis - Animal Welfare Visitor – (SL)  
Andrew Watkins – Animal Welfare Visitor (AW)

David Davies - Sergeant - Roads Policing Specialist, Operations (DD)  
Emma Smith – Inspector - RSPCA  
Nicola Warren – Scheme Administrator, OPCC (NW)  
Ceri Davis – Assistant Scheme Administrator, OPCC (CD)

**The meeting commenced at 4:02 p.m.**

	Notes and Actions	Action
<b>1.</b>	<b>Apologies</b>	
	Apologies for absence were received from Victoria Waite, Chloe Bradley-Thomas, Linda Mason, Kirsty Buckland, Sarah Fowler, Caroline Herbert, Helen Lawless, Emelia Smith and Louise Crawford – Dogs Trust.	
<b>2.</b>	<b>Minutes and Actions from Previous Meetings</b>	
	The minutes of the last meeting were agreed as a true and accurate record.	
<b>3.</b>	<b>Scheme Update</b>	
	NW advised the visitors, as outlined in the scheme handbook, that they were expected to attend at least one committee meeting a year which could be either be in person or online remotely.	<b>All visitors</b>

NW asked the visitors if they would advise CD in advance of apologies for absence and also if they would be attending in person so that the reception desk could be notified of the names of the visitors expected.

NW stated that there were now thirteen visitors on the Scheme, including the Dog Trust and RSPCA representatives.

The visitors were advised that visits had been conducted in October, November and December and the report forms had been received. No issues of concern had been raised in the report forms that had been submitted to the OPCC since the last meeting.

NW stated the process for arranging and conducting visits was working well with visitors contacting the force point of contact directly to make arrangements.

NW informed the visitors there had been positive feedback from those who had attended and observed the new recruits assessment days.

DD advised that there was one new recruits assessment day still to be completed and that visitors were welcome to attend. Two visitors had already confirmed their attendance.

NW asked visitors, to liaise with the other visitors without delay in an attempt to arrange cover if they were aware that they could not make a scheduled visit.

NW suggested that visitors could email the visit report forms into CD should they be able to do so, by either scanning the form or taking a photograph on their mobile phone but to ensure that all the form had been captured and was legible before sending. Once CD had confirmed receipt of the report form then the visitor should delete the form from every device and securely dispose of the hard copy form.

NW queried if canine first aid kits been supplied to all handlers and if training had been received. DD informed the visitors that first aid kits had been provided to the handlers that were car based but they were not canine specific. DD advised that there was only a slight difference in the canine first aid kits and the kits the officers now have but will ensure current kits were replaced with canine specific kits.

DD stated that they were open to receiving the relevant training on the first kits should a trainer be recommended.

DD informed visitors that Inspector Underwood was the new Roads Policing Specialist Operations Inspector, and he would be attending future meetings alongside DD.

NW advised that the Terms of Reference (TOR) had been revised to include Sergeant Davies' attendance at the panel meetings and would also be amended to include Inspector Underwood. NW to circulate the updated TOR.

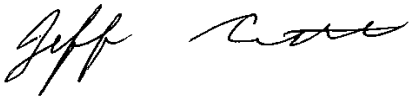
**NW**

	<p>NW informed the visitors LC had shared home kenneling check report forms and vet check report forms. These form had been passed on to DD.</p> <p>DD provided an update on the use of insulated kennels. DD advised visitors that Gwent do not use insulated kennels, but contact had been made with LC to find out the supplier for insulated kennels. The supplier LC provided was the supplier Gwent currently use. Following recommendations from LC, a decision had been made to purchase two kennels for the two new recruits with insulated bed boxes.</p>	
<b>4.</b>	<b>Operational Update from the Dog Section</b>	
	<p>DD provided an update on LC's suggestion at the last panel meeting that when the temperature drops below five degrees extra bedding should be provided for the dogs, and this should be included in the force policy.</p> <p>DD informed the visitors that contact had been made with another police force, who confirmed temperature devices were not used.</p> <p>DD informed the visitors that the handlers will continue to provide blankets or straw when the handler considers it necessary but that he would continue to progress with enquires.</p> <p>DD advised visitors at the last meeting that four dog handlers would be leaving to transfer to another police force. Two of the handlers had now decided to remain in Gwent and as a result, police dog (PD) Bullet, PD Jim and PD Misty would also remain with their handlers.</p> <p>DD informed the visitors PD Koba would be transferring to South Wales police with his handler.</p> <p>DD advised the visitors as a result of two handlers remaining the recruitment process would be to recruit two new handlers.</p> <p>DD advised the visitors at the last meeting that PD Tigra, who was the oldest dog on the team, had developed a limp in her rear leg. Following veterinary checks, it had been confirmed as arthritis and Tigra may need to be retired. After further specialist recommendations, sadly PD Tigra had been euthanised.</p> <p>DD informed the panel that PD Ozma who was then the oldest dog on the team had been retired and was currently looking for a retirement home. DD asked should anyone known to the visitors be interested in rehoming an ex-police dog, to make contact.</p> <p>DD updated the meeting on the recruitment process. The home visits, the induction day and the drop-in sessions had been completed and there were six possibly seven candidates going through to interview stage for two vacancies. This could change to three vacancies following the promotion board.</p>	

	<p>ES queried if existing dogs were used for new recruits carrying out their assessment day. DD informed the visitors what an assessment day for new recruits involved with several different tasks to complete without a PD. The last session would involve interaction with a PD and the required number of dogs would be randomly selected and assigned to each candidate.</p> <p>DD informed the meeting of a number of positive operational results by the dogs which included a track and trace, drugs seized and a chase with PD Minx being deployed who was successful in catching and detaining following a mile long chase.</p> <p>ES queried if suspects made complaints about receiving bites from the dogs whilst being detained. DD advised that complaints were made occasionally but officers had their body worn camera on and would use the required legislation prior to deploying the dogs and ensure the deployment was lawful.</p> <p>DD informed the visitors there had been no issues sourcing new PDs and two new dogs were being collected in the coming weeks to undertake a suitability assessment.</p> <p>NW informed the meeting that all the dogs had now been visited.</p>	
<b>6.</b>	<b>AOB</b>	
	<p>NW advised that there were three visitors who had not received training on conducting a visit due to availability.</p> <p>DD confirmed conducting an additional visit for the visitors who required the training and carrying out a visit at the weekend would be welcomed. ES kindly offered to assist with visit training.</p> <p>DD queried if the vet check form and the home kennel check form circulated by the Dogs Trust replaced the existing home kennel check form as there were some differences in the forms. DD to review the forms and raise any comments at the next meeting.</p> <p>DD informed visitors that following recommendations from the Dog Trust at the last meeting, the dog handlers' policy had been revised and home kennel checks would be carried out every two years instead of every three years.</p> <p>DD informed the visitors when the two new recruits were in post, they would carry out a thirteen-week training course. DD to advise on dates and venue once planned. DD confirmed there was one female candidate in those officers who had been invited to interview and would update further in the coming weeks.</p>	<p><b>DD</b></p> <p><b>DD</b></p> <p><b>CD</b></p>

	DD requested a copy of the visitors contact details, should a handler not be able to make a visit due to operational demand, the visitor could then be contacted directly at the earliest time. CD to share contact details.	
<b>7.</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held at <b>4pm, on 17<sup>th</sup> April 2023.</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  18.04.2023

<b>Contact Officer</b>	
Name	Nicola Warren
Position	Governance Officer
Telephone	
Email	Nicola.warren@gwent.police.uk
Background papers	



**Actions from Meeting dated 16<sup>th</sup> January 2023**

<b>Minute Number</b>	<b>Action</b>	<b>Owner</b>	<b>Update</b>	
<b>3</b>	NW asked the visitors if they would advise CD in advance of apologies of attendance and also if they would be attending in person so that the reception desk could be notified of the names of the visitors expected.	<b>All visitors</b>		<b>Ongoing</b>
<b>3</b>	NW advised that the Terms of Reference (TOR) had been revised to include that Sergeant Davies would be attending the panel meetings and would also be amended to include Inspector Underwood. NW to circulate the updated TOR.	<b>NW</b>	Revised Terms of Reference has been circulated to visitors.	<b>Complete</b>
<b>6</b>	DD queried if the vet check form and the home kennel check form circulated by the Dogs Trust replaced the existing home kennel check form as there were some differences in the forms. DD to review the forms and raise any comments at the next meeting.	<b>DD</b>		
<b>6</b>	DD informed the visitors when the two new recruits were in post, they would carry out a thirteen-week training course. DD to advise on dates and venue once planned.	<b>DD</b>		
<b>6</b>	DD requested a copy of the visitors contact details, should a handler not be able to make a visit due to operational demand, the visitor could then be contacted directly at the earliest time. CD to share contact details.	<b>CD</b>	Visitor contact details share with DD.	<b>Complete</b>

<b>6</b>	DD confirmed there was one female candidate in those officers who had been invited to interview and would update further in the coming weeks.	<b>DD</b>		



