



WORKING
TOGETHER



**DORSET
POLICE**

Joint Information Board

Tuesday 29 October 2024

Commenced at 10.00am via Microsoft Teams

Attendance

Dave Thorne (T/Deputy Chief Constable) (Devon and Cornwall) (Chair)	Mike Stamp (Joint SIRO/Director of Legal, Reputation and Risk)
Neil Corrigan (Assistant Chief Constable) (Dorset)	Dan Evans (Commander NEW Devon)
Stewart Dipple (Chief Superintendent) (Dorset County LPA)	Louise Fenwick (Alliance Head of Information Management)
Mark Chivers (ICT Information Asset Owner)	Tom Smith (Dorset OPCC Scrutiny Manager)
Karen James (Head of Audit, Insurance and Strategic Risk Management)	Richard Scott (Deputy Head of Alliance Information Management)
Tracey Furbear (Data Protection and Information Sharing Manager)	Zoe Smith (Staff Officer) (DCC)
Teri Roberts (Strategic Risk Manager)	Oliver Marks (Information Assurance Manager)
Martin Kane (Performance Analysis Manager)	Sarah Bamford (Alliance Programme Manager)
Phil Rigg (Planning and Performance Manager)	Sarah Gillingham (Dorset Union Representative)
Tracey Bolt (Specialist Support Coordinator)	

Apologies

Steve Lyne (A/Deputy Chief Constable) (Dorset)	Jim Pearce (Assistant Chief Constable Crime, Justice and Vulnerability) (Devon and Cornwall)
Mark Callaghan (T/Assistant Chief Constable Dorset)	Ben Deer (BCU Commander Cornwall and Isles of Scilly)
Scott Bradley (BCU Commander Plymouth)	Lindsay Dudfield (Chief Superintendent CCJ Command) (Dorset)
Jim Richardson (Head of People)	

Guests

Jim Beashel (Superintendent Dorset Public Protection) (rep for Lindsay Dudfield)	Graeme Johnston (Information Standards Manager)
Jo Manley (Head of HR Organisational Support) (rep for Jim Richardson)	Clare Morgan (Senior Data Protection Advisor) (rep for Sean Walbridge)
Karen Janicka (Body Worn Video Subject Matter Expert) (for minute reference 04/24/54)	

04/24/43 Opening and Declaration of Interests [FOIA Open]

Dave Thorne opened the meeting, welcoming members and noting apologies. No declarations of interest, Health and Safety, or equality concerns were raised.

04/24/44 Minutes of the meeting Tuesday 30 July 2024 [FOIA Open]

The minutes of the previous meeting Tuesday 30 July 2024 were agreed as a true and accurate record with the following amendment:

Minute Reference 03/24/33 – Information Assurance Quarterly Update [FOIA Closed s.24 Safeguarding National Security]

On page 5 the second bullet point would read ‘... but it was anticipated would rise to three in the future, ...’

04/24/45 Action Log [FOIA Open unless exemptions specified below]

Louise Fenwick joined the meeting.

- a. Action 205 Data Protection Compliance – staff data (previous minute reference 03/23/35, 04/23/48j, 01/24/03f, 02/24/18c and 03/24/30b)**
The access to staff data had been resolved, but it was acknowledged an overarching Data Protection Impact Assessment (DPIA) would sit across all staff data, with individual DPIA's being created for the implementation of the Enterprise Resource Planning (ERP) system. Head of People to provide an update on progress to Dave Thorne by 12 November 2024.
Action to remain open.
- b. Action 243 Information Assurance Quarterly Update (previous minute reference 03/24/33) [FOIA Closed s.24 Safeguarding National Security]**
- c. Action 244 Management of Unstructured Data (previous minute reference 03/24/35) [FOIA Closed s.31 Law Enforcement]**

Stewart Dipple joined the meeting.

- d. Action 245 Niche Autograder (previous minute reference 03/24/40) [FOIA closed s.43 Commercial Interests]**
- e. Action 246 National E-mail Retention Policy (previous minute reference 04/23/39 – remitted from Joint Executive Board 10.09.24) [FOIA Closed s.31 Law Enforcement]**

04/24/46 Incident Management (Data Breaches) Update [FOIA Closed s.31 Law Enforcement]

04/24/47 Information Assurance (IA) Quarterly Update [FOIA Closed s.24 Safeguarding National Security]

04/24/48 Information Risk Appetite and Tolerance Framework [FOIA Open]

Richard Scott presented the Information Risk Appetite and Tolerance Framework paper, which provided an updated and practical information risk appetite framework, which could be applied to the challenges and business opportunities in the future by both forces. A similar paper had been presented on 7 January 2021, and since that Board minimal changes were required. The Framework also linked into the Governments Orange Book of risk.

Members acknowledged the Framework required annual review.

Martin Palmer joined the meeting.

The Board:

1. Agreed the information risk appetite framework and supporting documentation as at the appendices (available from the Specialist Support Hub).
2. Agreed to review the documentation on an annual basis.

04/24/49 Information Technology (IT) Health Check and Technical Vulnerability Management [FOIA Closed s.31 Law Enforcement]

The Board thanked Martin Palmer for the report and welcomed him to the Board and he left the meeting. The Board broke for refreshments at 11.19am and reconvened at 11.30am.

04/24/50 Data Protection Compliance [FOIA Open]

Members received and noted the Data Protection Compliance paper presented by Tracey Furbear and Clare Morgan, which provided details of the ongoing compliance across both forces as outlined in data protection legislation. The following key points were noted:

- Data Protection e-learning had been rolled out on 9 September 2024, with a completion date of 31 October 2024. The completion rate was significantly low in both forces, and Learning and Development would send out reminders in November 2024. It was noted the subject of e-learning would be raised at the next Business Board Discussion Group with Heads of Department.
- September 2024 saw the highest number of Subject Access Requests (SARs) at 174 in one month, with requests becoming more complex. The work continued on the backlog of SARs, with 227 remaining outstanding.
- The team were still recruiting two members of staff and due to the completion of the Mutual Agreement Resignation Scheme (MARS) across the whole of Dorset Police, there could be a potential knock-on-effect to the Data Protection Team if business areas consider more automation because of staff shortages, resulting in more work linked to Data Protection Impact Assessments (DPIAs).

- Due to the capacity of the team in processing SARS, providing data protection and DPIA advice, a request was for early engagement with the team, in order to prioritise and streamline the work.

The Board:

1. Noted the risk on both Force risk registers that related to non-compliance with statutory requirements under data protection legislation.

04/24/51 FOIA Compliance [FOIA Open]

Richard Scott presented the Freedom of Information (FOI) Compliance paper, which detailed the ongoing compliance across both forces as outlined within legislation. Following the Enforcement Notice issued by the ICO on 12 July 2024, progress had been made on the backlog of FOI requests, with a total of 225 remaining outstanding, which was anticipated to be cleared by mid-January 2025. Albeit there were some business areas that had not engaged with the process.

Members recognised the incredible turn around in performance within the FOI team, but it was noted the approach would not be sustainable long term, not only for the team but also other business areas. Joint Executive Board had approved the recruitment of additional staff and this was progressing.

The Board accepted that if there was any assistance required in terms of engagement and responses from business areas, an approach could be made to the Deputy Chief Constables in both forces.

The Board:

1. Noted the current progress in relation to the enforcement notice and actions that have been taken to address the backlog.
2. Noted the date for the 12 month audit check in and progress made against the action plan.
3. Noted the current demand and compliance levels.

04/24/52 Police Digital Service Data Maturity Assessment [FOIA Open]

Members received and noted the Data and Analytics Maturity Assessment (DMA) for Devon and Cornwall Police paper presented by Graeme Johnston, which highlighted the findings from the Police Digital Service, which had been measured against purpose, people, method and tools. The following key points were noted:

- DCP had received the highest scores in Leadership (four) and Policies (four) and the lowest scores were in Skills (two), Technology (two) and Data Target Operating Framework (two), due to the challenges with legacy infrastructure.
- The 12 recommendations were split into three areas Communications, Engagement and Training / Stakeholder Relationships and Strategy and Governance.

- The National Police Chief Council (NPCC) have reported on the National DMA findings, which identified small pockets of good practice but the aggregated national data maturity score is low at 2.63 out of 5.
- The most critical recommendation of the DMA was the consideration of a communications and engagement exercise with staff to encourage positive data behaviours, develop data skills, and improve understanding of the importance of data management structures and risk mitigations.

The Board:

1. Noted the observations and findings of the DMA, detailed in Appendix A (available from the Specialist Support Hub).
2. Agreed the proposed actions and lead business areas as identified in Appendix B (available from the Specialist Support Hub), related to the findings of the DMA.
3. Noted the content of key points of the NPCC document which detailed the National DMA findings at Appendix C (available from the Specialist Support Hub).

04/24/53 Update from key meetings [FOIA Open unless exemption specified below]

a. Technology Board [FOIA Closed s.43 Commercial Interests]

b. PRISM (Strategic Change Board) [FOIA Closed s.31 Law Enforcement]

c. Emerging Technologies Working Group (ETWG) [FOIA Open]

The ETWG had been set up to identify and discuss any challenges in terms of potential technical implementations, ensuring all areas were linked into forces policies and legislation. There were two remaining workshops to be held in November 2024 and January 2025, and members from Equality, Diversity and Inclusion would be included in those discussions with an update provided at the 10 January 2025 Board.

The Board noted that any ethical issues in relation to artificial intelligence would be brought to the Ethics Committee, where one in every three meetings had been dedicated for this purpose. Due to the work already being undertaken with Artificial Intelligence (AI) redaction solution and the AI Crime Data Inputting reporting tool, there was the potential to treat these as pilot projects, thereby avoiding silo working.

Various key specialists had been brought into the working group to provide advice from an information assurance and procurement perspective.

Sarah Bamford would produce two flow charts outlining how priorities were going to be set, reviewed and agreed, to include explanation as to the reason for the specific approach, to be brought to the 10 January 2025 Board.

For action by: **Sarah Bamford**

Zoe Smith re-joined the meeting.

The Board:

1. Agreed to avoid siloed working with the prioritisation work being presented to Joint Executive Board on an annual basis, with regular quarterly reviews to ensure still current.

Karen Janicka joined the meeting.

04/24/54 Body Worn Video Retention [FOIA Open unless exemption specified below]

Karen Janicka presented the Revised Body Worn Video Retention Periods on DEMS360 paper, which provided an update on the Body Worn Video (BWV) retention categories, specifically the retention of digital evidence held on the DEMS360 platform. The NPCC had provided updated guidance for digital evidence retention, and there is a requirement to align Alliance practices in relation to the storage of evidence. A lot of stakeholder engagement had taken place across both forces and the approach had recently been supported by the Chief Constable who was the National BWV Lead.

The Board accepted further consultation was required with the DEMS Project Board, Legal, Criminal Justice in both forces, Courts and the Crown Prosecution Service.

Mark Chivers left the meeting.

Karen Janicka would liaise with the Legal Services Practice Manager, Commander, Criminal Justice and Reducing Reoffending DCP and Deputy Head of Criminal Justice Dorset to ensure the changes to the digital evidence retention periods were acceptable with departments and all relevant partner agencies.

For action by: Karen Janicka

The Board:

1. Supported the changes in relation to the digital evidence retention periods unless concerns were raised during further engagement with Legal and Criminal Justice teams. If significant changes were required, the paper would need to be re-presented to the Board for discussion.

Karen Janicka left the meeting.

04/24/55 Policy and Procedure [FOIA Open]

Phil Rigg presented the Policy and Procedure paper on behalf of the Policy Manager, which provided an update on the out of date policies and procedures.

- Policy J-Pr-011 Production of Forms had been authorised by the Head of Corporate Communications & Engagement but was awaiting the allocation of a portfolio owner. Post-JIB note: the DCP DCC has been allocated as the portfolio owner.
- Policy SA046 Social Media Policy has been suspended until the Dorset Professional Standards lead publishes a new social media policy, at which point SA046 will be archived.

- Policy J-P-073 and an IM Policy Impact Assessment (PIA) were awaiting approval by the Head of IM. Post-JIB note: these have been approved by the Head of IM.
- Information Management had three reviews which were on target to be completed by the end of December 2024 (J-P-071; J-P-077; J-Pr-077).

Dan Evans left the meeting.

04/24/56 Hardware Asset Management – Both Forces [FOIA Open]

Karen James provided a verbal update in relation to the recovery of ICT hardware assets, and the potential risk to both forces. The Audit Commission required an update report by the 5 December 2024.

Louise Fenwick left the meeting.

The Board accepted an update was required as to the progress of the work underway by ICT, and it was noted this should go through the Technology Board, then into this Board.

Karen James would liaise with the Executive Assistant for Director of Finance and Resources to arrange for this item to be added to the next available Technology Board for discussion and a progress update.

For action by: **Karen James**

Karen James would liaise with the ICT Digital Innovation Manager in order to produce an update on the progress on the recovery of ICT assets and report back to a future Board.

For action by: **Karen James**

Date, Time, and Location of Next Meeting

There being no other business the meeting closed at 12.50pm. The next Joint Information Board meeting will be held on Friday 10 January 2025 commencing at 10.00am via Teams.