

Not Protectively Marked

National Intelligence Model

Tasking and Co-ordination Policy



Heddlu
Gwent
Police

Security Classification	Not Protectively Marked
Disclosable under Freedom of Information Act	Yes

Summary of Policy Content

(This is a summary only and readers should be aware that a detailed explanation can be found in the body of the document).

The National Intelligence Model (NIM) is an ACPO approved business model, used by each police force in the UK to deliver an effective intelligence-led service to its communities.

The basic aim of the NIM is to ensure that the wide ranging resources available to the Police and Community Safety Partnerships are deployed in a focused manner, towards the issues that cause most harm to communities.

The NIM operates at all levels of law enforcement activity, from the delivery of Neighbourhood Policing to the tackling of organised crime at an international level.

In order to achieve this aim, the model provides guidance in respect of a number of processes. In basic terms, these processes can be broken down chronologically into three 'bite-size' pieces;

1. *Research and development* of intelligence/information to produce intelligence products, which identify the nature and scale of threats to communities
2. *Tasking and Co-ordination* of resources to decide what to do about the threats
3. *Briefing and de-briefing* of practitioners, to ensure that decisions are turned into action and that results are captured and fed back into the process

The success of these processes is dependent on the existence of four 'assets' or 'structures'. These are;

- a. *People assets* – having enough people within the intelligence function to produce intelligence products. Also having sufficient staff in place to respond to intelligence
- b. *Knowledge assets* – ensuring that the people involved in delivering the NIM processes have access to the right training, guidance manuals, policies etc
- c. *Systems assets* – IT systems that are 'fit for purpose', secure information handling systems, Information Sharing Agreements, etc
- d. *Source assets* – mechanisms to draw intelligence and information from Communities, CHIS, prisons, covert deployments, victims/witnesses etc

This description of the NIM is in its' most basic format. Each one of these processes and structures attracts its own detailed set of minimum standards, which can be found within a number of NCPE documents. There is a statutory obligation on Police forces to comply with the NIM minimum standards by virtue of a Codes of Practice document, published in 2005

The NIM reaches into every corner of our organisation, from front line operational delivery to the many back-office functions that support operational policing.

It is far too broad to be covered by a single policy. Instead the minimum standards will be reinforced through the implementation of a number of policies and strategies, examples of which include:

People Assets

HR Strategy
Minimum Establishment Policy
Red Circle Policy

Knowledge Assets

Training Strategy

Systems Assets

Community Security Policy
IT Strategy

Source Assets

CHIS Policy
Community Engagement Strategy

This policy deals only with the Tasking and Co-ordination process within the NIM. It also touches on the Research and Development/Briefing processes, as there are clear links and interdependencies between the three elements.

Tasking and Co-ordination Group Meetings provide the framework for managers to identify key operational priorities and also to deploy police and partner agency resources to tackle these issues.

Tasking and Co-ordination should be a 'bottom-up' process where intelligence gathered from neighbourhoods sets local priorities in the first instance.

Where local issues escalate and require additional or specialist resources the process ensures that these resources are deployed to where they are most needed.

'Resources' is a broad term, which includes humans, equipment and money.

Strategic and Tactical Tasking and Co-ordination Groups exist at two levels within Gwent Police.

- BCU level – level 1
- Force level – level 2

At Neighbourhood and Section level there is a similar process known as Neighbourhood Co-ordination. In Gwent this is often referred to as 'Sectional Tasking'.

The level 1 and level 2 T&CG processes are directly linked to Neighbourhood Policing activity through the Intelligence Unit.

The Intelligence Unit is at the 'hub' of all policing activity and brings together all of the Neighbourhood action plans and other operations/initiatives to make an objective assessment of what the priorities of the BCU or Force should be.

The Intelligence Unit informs senior managers of their assessment through four key intelligence products. The Intelligence Manager engages with specialist, patrol and partner agency resources in the making of recommendations to the TT&CG about the methods that could be employed to tackle an issue.

The Strategic T&CG sets the long-term priorities for the BCU or Force under the headings *Intelligence, Enforcement and Prevention*. This is called the Control Strategy.

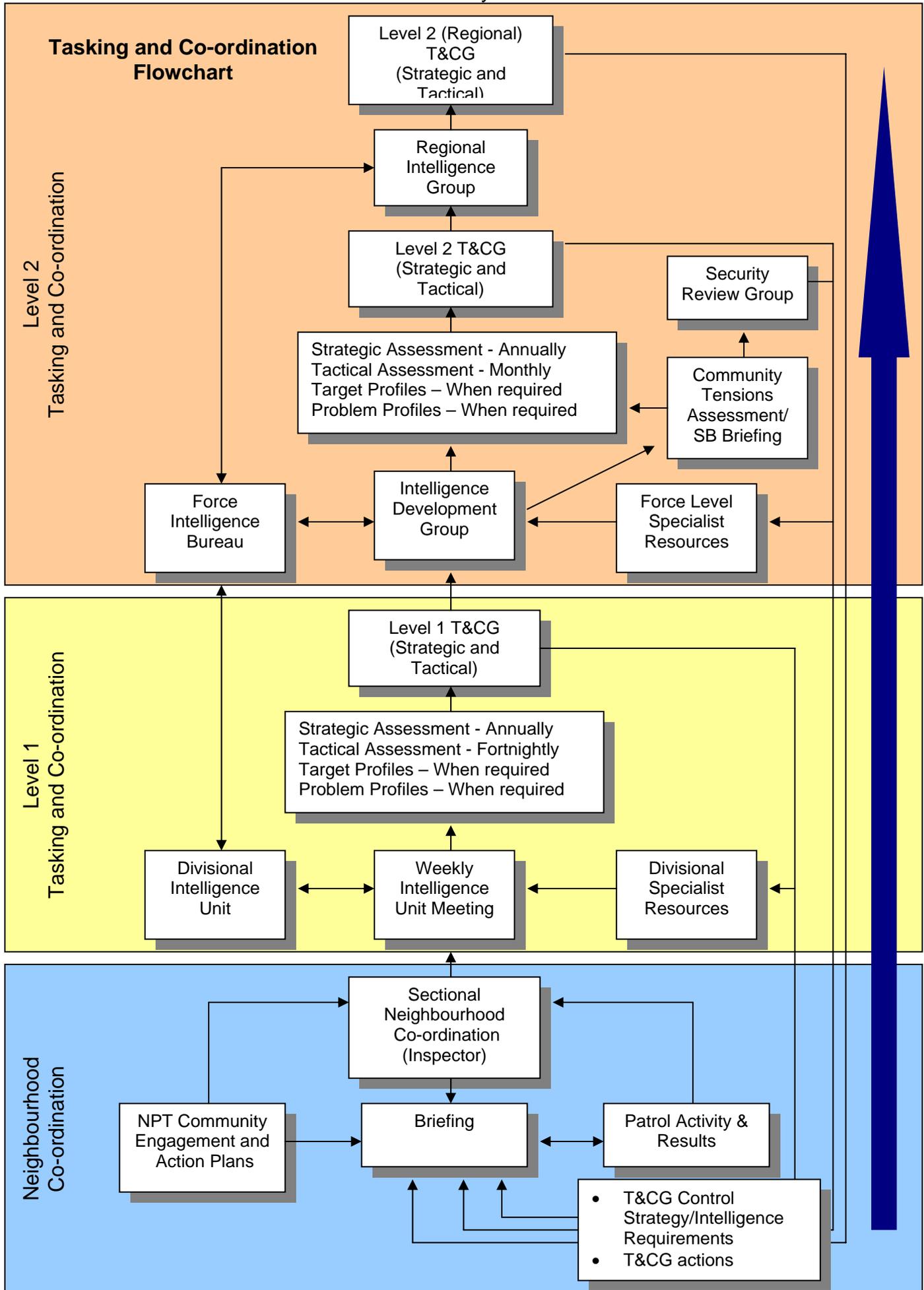
The ST&CG also sets out the Intelligence Requirement. This details the major gaps in our knowledge about policing issues that are on the Control Strategy or are deemed to be emerging threats.

The Tactical T&CG then delivers this strategy through the operational deployment of resources to the most critical issues identified in the Intelligence products that are produced by the Intelligence Unit.

The decisions that are made at T&CG's must be communicated effectively to the front line if the decisions are to be turned into action. This should be done through the appointment of 'plan owners' for operational activity and also through briefing items. The National Briefing Model sets out detailed guidance in terms of the methods of communicating T&CG actions to front line staff.

The T&CG policy requires Neighbourhood Co-ordination/T&CG meetings to be held at specific times on specific days. There is a good reason for this. It is to ensure that there is an effective flow of information between each of the levels within the process across the organisation.

The flow chart overleaf is designed to demonstrate how the T&CG/Neighbourhood Co-ordination processes link together.



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1. Policy Identification

Policy Title: NIM Tasking and Co-ordination

Reference: 201/5 a issue 2

Underlying Documents:

- NIM Minimum Standards 2004
- NIM Codes of Practice 2005
- NIM Guidance 2005
- NCPE Practice Advice 2006 – Tasking and Co-ordination

Policy Ownership: Detective Superintendent (Intelligence)

Portfolio/Business Area Owner: ACPO Operational Support

Policy Written By: (Head of FIB)

Department Responsible: Force Intelligence Bureau

Policy Lead: Director of Intelligence

Links to other Policies/Procedures: Information Security, Data Protection, Crime Recording, Missing Persons, Child Protection, Vulnerable Adults, Domestic Violence, Criminals Record Bureau, Organisational Change, Health and Safety, Personal Safety Training, Firearms, Operational Orders, Pursuit Management, Business Continuity, Event Planning, CHIS, Witness protection, Surveillance, Critical Incidents, Cash Seizure, Cannabis Factories, Drugs Seizure, NCRS, Taking Forensic Samples, Forensic Recovery of Firearms, PNC, Impact Nominal Index, Oman Warnings, Hate Crime, Licensing, IAG, Media.

Policy Implementation Date: Approved STCG Nov 07

Policy Review Date: Two years from implementation

2. Policy Statement & Intentions

2.1 Principle & Scope of Policy:

This policy deals with NIM Tasking and Co-ordination at Strategic and Tactical Levels. T&CG meetings allow Senior Management Teams to make decisions about BCU and Force priorities, intelligence requirements and interventions.

It also covers Neighbourhood Co-ordination, which is often referred to as 'Sectional Tasking' in Gwent. This policy will outline how the two processes link together via the Intelligence Unit, to ensure that resources at all levels

within the organisation are deployed to the problems that cause our communities most harm.

This policy will also cover briefings. T&CG/Neighbourhood Co-ordination meetings will not be effective unless the decisions and tasks are communicated to the front line staff who will be responsible for turning the decisions into action.

2.2 Aims:

The primary aim of this policy is to identify the processes and structures that Gwent Police will employ in order to deliver intelligence led policing in Gwent. All processes and structures outlined in this policy have been adopted to:

1. Improve service delivery and enhance community safety
2. Fit the profile of Gwent Police
3. Ensure compliance with the National Intelligence Model Minimum Standards and Codes of Practice 2005

3. Introduction

3.1 Origins/Background Information

For over ten years the Police Service has, to varying degrees, engaged in the concept of intelligence led policing. The concept is based on simple principles; if we are able to understand the policing problems we face with more clarity, we will be able to resource them more effectively, having a degree of knowledge as to their causation factors. In 1998, the National Criminal Intelligence Service undertook the development of a national plan for intelligence-led policing, on behalf of the ACPO Crime Committee. This eventually developed into *The National Intelligence Model (NIM)*. The Model was adopted by ACPO in 2000 and was a central recommendation to the Home Office when considering police reform. It was therefore to be expected that implementation of the NIM by all Home Office Forces in England and Wales was at the heart of The Police Reform Act and is now a key deliverable for the service as underwritten in The National Policing Plan 2003. Under this Plan, all Police Forces in England and Wales were required to implement the NIM to minimum standards by April 2004.

As an alternative to these standards being imposed on forces by the Home Office, ACPO negotiated that they would set their own minimum standards. On 9th April 2002, the NIM Minimum Standards were accepted by the full ACPO Council and were published on the ACPO Internet site.

The Standards are available on our own intranet under 'Resources'. Further aspirational or desirable National Standards were agreed and published in 2004. These now represent the ongoing development of the NIM and include the *National Briefing Model*. The NIM Code of Practice 2005 now places a legal obligation on Forces to comply.

3.2 Motivators/Driving Forces

The requirement for a policy in relation to Tasking and Co-ordination can be found within the National Intelligence Model Minimum Standards 2004 and also the NIM Code of Practice 2005. All Police forces in England and Wales must comply with the Minimum Standards, which is examined as a common thread through all HMIC Baseline Assessment inspection activity.

3.3 The Legal Basis and Legitimate Aims

The statutory basis for the establishment of the National Intelligence Model is the Police Reform Act 2002.

Related legislation :-

Crime and Disorder Act 1998

Regulations of Investigatory Powers Act 2000

3.4 Definitions

- **ST&CG** – The Strategic Tasking and Co-ordination Group, is responsible for reviewing and agreeing the Control Strategy and Intelligence Requirement. The ST&CG exists at both Divisional and Force levels as a key component of the NIM T&CG process.
- **Strategic Assessment** – One of the four key intelligence products, produced by the Intelligence Unit in collaboration with specialist resources. It looks at the long-term issues affecting the Division or Force and is the document that drives the ST&CG meeting
- **Control Strategy** – A document agreed by ST&CG, which sets out the operational priorities for the coming 12-month period. SMART objectives are set for the three main areas of policing (Intelligence, Enforcement & Prevention)
- **Intelligence Requirement** – The gap between what is known and what is not about a policing issue. A broad intelligence requirement will be agreed and published at the same time as the Control Strategy. The TT&CG will publish more specific intelligence requirements in relation to tactical operations. Intelligence requirements will provide focus for briefing items.
- **TT&CG** – The Tactical Tasking and Co-ordination Group, which has responsibility for implementing the control strategy and intelligence requirement. It does so by using the tactical menu to identify problems and direct intervention activity.
- **Tactical Assessment** – One of the four key intelligence products produced by the Intelligence Unit in collaboration with the patrol function and specialists. It identifies issues for discussion during the TT&CG meeting and documents progress against authorised activity.
- **Tactical Menu** – A problem identification matrix used by the Intelligence Unit and TT&CG. The four themes on the matrix are Subjects, Priority Locations, Crime Series and High Risk Issues
- **Subject Profile** – One of the four key intelligence products. It examines a target or other subject such as a repeat victim in detail and makes specific recommendations to the TT&CG about tactical options

- **Problem Profile** – One of the four key intelligence products. It examines a specific policing problem such as a crime series or priority location. It will make specific recommendations to the TT&CG about tactical options.
- **Intelligence Collection Plan** – an intelligence document that provides a structure to the collection of intelligence and information to inform the four key intelligence products. It identifies the intelligence requirement, a list of potential sources (internal and external) and how the information will be collected.
- **Plan owner** – An officer (usually of inspector rank) tasked by the TT&CG to resolve a priority issue highlighted in the tactical assessment.
- **Tactical Plan** – A document drawn up by a plan owner, when tasked by TT&CG to tackle a priority issue. This document will detail the specific tactical options that will be adopted and the resources that will be used.
- **Trigger Plan** – A detailed set of instructions that direct officers to act in a specific way in response to an issue (e.g. when called to the scene of an offence believed to form part of a crime series). The trigger plan usually forms part of the Tactical Plan.

4. Key Decisions - Level 1 (BCU) Tasking and Co-ordination

- 4.1 BCU Strategic Tasking and Co-ordination Group**
- 4.1.1 The Strategic Tasking and Co-ordination Group (STCG) will meet annually within the first two weeks of November to review the BCU (level 1) Strategic Assessment.
- 4.1.2 The Strategic Assessment will be completed annually using the Gwent Police corporate template (example can found on FIB intranet site). It will be circulated at least seven days before the STCG meeting in order to allow sufficient time for members to read the document thoroughly. The DIU will also conduct a quarterly review of the Strategic Assessment, identifying any emerging strategic threats to the Chair of STCG.
- 4.1.2 The STCG will agree and set the control strategy priorities for the coming year, detailing the SMART objectives for Intelligence, Prevention and Enforcement activity. A strategic lead will be appointed for each control strategy area to oversee the implementation of the SMART objectives. Each specific action will be delivered by an appointed owner at the appropriate operational level
- 4.1.3 The STCG will also set the intelligence requirement, based on the gaps identified in the Strategic Assessment.
- 4.1.4 The Control Strategy will be reviewed every three months in order to take account of emerging threats.

- 4.1.5 Membership of the STCG will be decided by the Divisional Commander in accordance with the NIM Minimum Standards and Codes of Practice.
- 4.1.2 Tactical Tasking and Co-ordination**
- 4.1.2.1 The BCU Tactical Tasking and Co-ordination Group (TT&CG) will meet every two weeks on a pre-determined date that fits with both divisional and force requirements.
- 4.1.2.2 The Tactical Assessment will be circulated at least 24 hours before the T&CG meeting in order to allow sufficient time for the document to be read.
- 4.1.2.3 The TT&CG will identify problems through the use of the Tactical Menu (Subjects, Priority Locations, Crime Series and High Risk Issues) that have escalated to a stage where the use of divisional resources is deemed necessary.
- 4.1.2.4 The TT&CG will use the Tactical Menu and the Control Strategy to prioritise intervention activity.
- 4.1.2.5 Where activity is authorised, the Chair will set objectives and appoint a plan owner (usually Inspector level) to oversee this work and to report the progress to the next TT&CG.
- 4.1.2.6 The TT&CG will monitor previously agreed activity to ensure that work is on course to meet objectives.
- 4.1.2.7 The TT&CG will review the Intelligence Requirement and will amend it as necessary to include specific requirements arising from the TT&CG meeting.
- 4.1.2.8 Membership of the TT&CG will be decided by the Deputy Divisional Commander in accordance with the NIM Minimum Standards and Codes of Practice.
- In the absence of the Chair, responsibility should be delegated to an officer with the appropriate level authority to deploy resources from all Departments across the BCU or Force.
- There should be one Tasking and Co-ordination Group per Division, regardless of its' size. This ensures that all of the divisional priorities are considered at the same time and that decisions about resource deployment are made in view of the 'full picture'.
- 4.1.3 Intelligence Unit Meetings**
- 4.1.3.1 Daily meetings will be held within the Divisional Intelligence Units to consider the tactical menu, tactical plans and other activity in light of changing crime patterns, fresh intelligence, results from tasking and

demands for intelligence support. All staff working within the Unit should attend. This meeting will inform the Daily Management Meeting.

4.1.3.2 Each Divisional Intelligence Unit will hold a formal weekly meeting, to discuss and agree the content of the tactical assessment. During the week leading up to the TT&CG. The Group will also assist in the development of recommendations to the TT&CG in relation to Prevention, Intelligence and Enforcement options. This meeting will include representatives from operational and specialist units within the division and also representatives from partner agencies.

4.1.3.3 Membership of the Weekly Intelligence Unit Meeting should include:

- Intelligence Manager (Chair)
- Analysts
- Field Intelligence Officers
- Public Protection Officer*
- Crime Scene Investigations Supervisor*
- Crime and Disorder Reduction Officer*
- Youth Offending Team representative*
- POPOS Officer*
- Local Authority representative (Environment)*
- Local Authority representative (Drugs/Alcohol)*
- Other partner agencies at the discretion of the Intelligence Manager*

*will attend the meeting prior to the TT&CG (every second week) to assist with making recommendations

4.1.4 Daily Management Meetings

4.1.4.1 Each BCU will hold a Daily Management Meeting, chaired by a member of the Senior Management Team.

4.1.4.2 The meeting will ensure that conduct of the daily business of the BCU is linked to the priorities and objectives set by the TT&CG. It will achieve this by using locally developed procedures that comply with the NIM Minimum Standards.

Such procedures may include:

- An assessment of activity (patrols/arrests/bail checks etc) in support of T&CG priorities to ensure that action is being completed
- An assessment of the arrests/intelligence submissions in line with current T&CG priorities
- Managing resources to avoid unnecessary 'knee-jerk' reactions to isolated peaks in demand that may compromise T&CG priority plans

Managing an appropriate response to critical incidents and those that may require a media strategy.

4.1.5 Hot Tasking

4.1.5.1 Where intelligence is immediately actionable and requires the redeployment of BCU level resources, a 'hot tasking' meeting will be called.

The meeting will be chaired by Deputy Divisional Commander or the senior officer on duty with operational responsibility.

4.1.5.2 Where a decision is made to re-deploy resources during a hot-tasking meeting, a record will be maintained detailing the justification, necessity and authority of the Chair.

4.1.5.3 The Chair of the hot-tasking meeting will set objectives and timescales and appoint a plan owner. The detail of the hot-tasking meeting will be included in the tactical assessment and the plan owner will be responsible for providing an update to the Chair of TT&CG or Daily Management Meeting (whichever is appropriate) at the next meeting.

4.1.6 Sensitive Operations

4.1.6.1 Where the Chair of TT&CG authorises intervention activity and it is identified that there are significant risks of compromise, then the Chair can deal with the issue in a closed TT&CG meeting.

4.1.6.2 It should be remembered that the principle of Tasking and Co-ordination is one of transparency in the deployment of resources. Therefore, the use of closed meetings should be considered carefully.

4.1.6.3 The decisions made in a closed tasking meeting should be recorded in the same format as in the open meeting.

4.1.6.4 A sanitised record of authorised activity subject to a closed TT&CG should be recorded in the Tactical Assessment and covered by the Chair in the open meeting.

4.1.7 Neighbourhood Co-ordination

4.1.7.1 Neighbourhood Policing Teams will engage with local partners and key individuals within Wards to decide upon neighbourhood priorities.

4.1.7.2 Neighbourhood priorities will be documented in Neighbourhood Action Plans.

4.1.7.3 The Section Inspector will Chair a weekly meeting to bring together the activities of the Neighbourhood Policing Team and other sectional staff. The Inspector will decide upon the priorities for the section and identify any issues that require escalation to the BCU TT&CG meeting. The Inspector will also draw up a patrol plan for briefing purposes.

- 4.1.7.4 The Inspector will arrange for the Divisional Intelligence Unit to be informed of the escalating issue so that it may be reported in the Tactical Assessment.
- 4.1.8 Briefing**
- 4.1.8.1 The Divisional Intelligence Unit will be responsible for creating briefing items that result from the TT&CG meeting. This will include actions and the revised intelligence requirement.
- 4.1.8.2 Plan owners will draw up tactical plans, using the tactical options menu as a guide. Where briefing items or trigger plans are required, the Divisional Intelligence Unit will assist in the creation and dissemination of a corporate standard product.
- 4.1.8.3 Sectional FIO's and CaDRO's will be responsible for creating briefing items that arise from Neighbourhood Co-ordination Meetings
- 4.1.8.4 Briefing room environments will comply with the minimum standards laid out in the National Briefing Model. The Divisional Intelligence Manager will be responsible for the maintenance of briefing standards in the Division. These will be enforced locally by the section Inspector. FIO's and CaDRO's will be responsible for the day to day maintenance of briefing boards and the creation of sectional briefing items.

4.2 Key Decisions - Level 2 (Force) Tasking and Co-ordination

- 4.2.1 Force Strategic Tasking and Co-ordination Group**
- 4.2.1.1 The Strategic Tasking and Co-ordination Group (STCG) will meet annually to review the Force Strategic Assessment.
- 4.2.1.2 The Strategic Assessment will be circulated at least seven days before the STCG meeting in order to allow sufficient time for members to read the document thoroughly.
- 4.2.1.3 The STCG will then agree and set the control strategy priorities for the coming year, detailing the SMART objectives for Intelligence, Prevention and Enforcement activity. A strategic lead will be appointed for each control strategy area to oversee the implementation of the SMART objectives. Each specific action will be delivered by an appointed owner at the appropriate operational level
- 4.2.1.4 The STCG will also set the intelligence requirement, based on the gaps identified in the Strategic Assessment.
- 4.2.1.5 The Control Strategy will be reviewed every three months in order to take account of emerging threats.
- 4.2.1.6 Membership of the STCG will be decided by the Chief Constable in accordance with the NIM Minimum Standards and Codes of Practice

4.2.2 Tactical Tasking and Co-ordination

- 4.2.2.1 The Tactical Tasking and Co-ordination Group (TT&CG) monthly to review the Force Tactical Assessment.
The meeting will be timed to coincide with BCU TT&CG meetings during the same week. This will allow for a co-ordinated approach for bids for level 2 resources
- 4.2.2.2 The Tactical Assessment will be circulated at least 24 hours before the T&CG meeting in order to allow sufficient time for the document to be read by members.
- 4.2.2.3 The TT&CG will identify problems through the use of the Tactical Menu (Subjects, Priority Locations, Crime Series and High Risk Issues) that have escalated to a stage where the use of Force level resources is deemed necessary.
- 4.2.2.4 The TT&CG will use the Tactical Menu and the Control Strategy to prioritise intervention activity.
- 4.2.2.5 Where activity is authorised, the Chair will set objectives and appoint a plan owner (usually Inspector level) to oversee this work and to report the progress to the next TT&CG.
- 4.2.2.6 The TT&CG will monitor previously agreed activity to ensure that work is on course to meet objectives.
- 4.2.2.7 The TT&CG will review the Intelligence Requirement and will amend it as necessary to include specific requirements arising from the TT&CG meeting.
- 4.2.2.8 Membership of the TT&CG will be decided by the Deputy Chief Constable in accordance with the NIM Minimum Standards and Codes of Practice.

Plan owners, prospective plan owners and partner agencies will be called to the meeting where they can make a contribution to the issues raised in the Tactical Assessment.

4.2.3 Security Review Group

- 4.2.3.1 The Security review Group (SRG) will meet monthly to discuss the security threat both nationally and locally. The meeting will also assess community tension issues in Gwent that relate to Terrorist and Counter Terrorist Operations.
- 4.2.3.2 In response to any identified issue, the security review group will authorise and monitor police activity.

4.2.4 Force Intelligence Bureau Meetings and IDG

4.2.4.1 Informal daily meetings will be held within the Force Intelligence Bureau to consider the tactical menu in light of changing crime patterns, fresh intelligence, results from tasking and demands for intelligence support.

4.2.4.2 The Force Intelligence Bureau will hold a formal fortnightly meeting, known as the Intelligence Development Group (IDG). Its purpose is to discuss and agree the content of the Force Tactical Assessment. The Group will also assist in the development of recommendations to the TT&CG and Security Review Group. This meeting will include representatives from territorial and HQ divisions.

4.2.4.3 Membership of the IDG will include:

- DCI Intelligence (Chair)
- FIB Intelligence Manager
- Inspectors RPU
- Inspector Support Group
- Detective Inspector Organised Crime Unit
- Detective Inspector Special Branch
- Intelligence Managers A, B and C Divisions
- Head of Linked Crime Unit
- Inspector Community Safety
- Force Diversity Officer

4.2.4 Hot Tasking

4.2.4.1 Where intelligence is immediately actionable and requires the redeployment of Force level resources, a hot tasking meeting will be called.

The meeting will be chaired by the Head of CID or the senior HQ CID/Uniform Operations officer on duty.

4.2.4.2 Where a decision is made to re-deploy resources during a hot-tasking meeting, a record will be maintained detailing the justification, necessity and authority of the Chair. The applicant will be responsible for outlining the intelligence case and the details of the resources required to the Chair of the meeting. A pro-forma has been devised for this purpose and is available on the intranet under the heading 'force forms'

4.2.4.3 The Chair of the hot-tasking meeting will set objectives and time-scales and appoint a plan owner. The detail of the hot-tasking meeting will be included in the tactical assessment and the plan owner will be responsible for providing an update to the Chair of TT&CG at the next meeting.

4.2.4.4 Membership of Force level hot tasking meetings will include;

- Head of CID (Chair)
- Head of FIB

- Resource owner
- Applicant

4.2.5 Sensitive Operations

- 4.2.5.1 Where the Chair of TT&CG authorises intervention activity and it is identified that there are significant risks of compromise, then the Chair can deal with the issue in a closed TT&CG meeting.
- 4.2.5.2 It should be remembered that the principle of Tasking and Co-ordination is one of transparency in the deployment of resources. Therefore, the use of closed meetings should be considered carefully.
- 4.2.5.3 The decisions made in a closed tasking meeting should be recorded in the same format as in the open meeting but retained separately in secure conditions
- 4.2.5.4 A sanitised record of authorised activity subject to a closed TT&CG should be recorded in the Tactical Assessment and covered by the Chair in the open meeting.

4.2.6 Briefing

- 4.2.6.1 The Force Intelligence Bureau will be responsible for creating briefing items that result from the Force TT&CG meeting. This will include actions and the revised intelligence requirement.
- 4.2.6.2 Plan owners will draw up tactical plans, using the tactical options menu as a guide. Where briefing items or trigger plans are required, FIB will assist in the creation and dissemination of a corporate standard product.

4.3 Key Decisions - Level 2 (Regional) Tasking and Co-ordination

4.3.1 Regional Strategic Tasking and Co-ordination Group

- 4.3.1.1 The Head of CID will represent Gwent Police as a member of the Regional Strategic Tasking and Co-ordination Group Meeting

4.3.2 Regional Tactical Tasking and Co-ordination Group Meeting

- 4.3.2.1 The Head of CID will represent Gwent Police as a member of the Regional Tactical Tasking and Co-ordination Group Meeting

4.3.3 Regional Intelligence Group

- 4.3.3.1 The Head of FIB will represent Gwent Police as a member of the Regional Intelligence Group. Referrals from Gwent Police Force TT&CG will be routed via the RIG, in order that recommendations can be made.

4.3.4 Regional Hot Tasking

- 4.3.4.1 The Head of CID will represent Gwent when a Regional Hot Tasking meeting is called

4.4 Vetting

- 4.4.1 Members of meetings held at level 2 (force and regional) must be cleared to SC level before being permitted to attend.

5. Implications of the Policy

5.1 Financial Implications/Best Value

There are no specific or additional financial implications for the force. Instead, the management of operational budgets will be provided with a robust challenge process and better auditing, justification and authorisation processes

5.2 Human Resources/Training

The successful implementation of this policy is dependent upon the understanding of its' content by the chairs of T&CG meetings and those who regularly participate in the process. This will be managed through a series of presentations, by the policy author, to BCU and force management teams across the organisation once this policy has been approved at OPG.

5.3 Strategic Plan Links

The application of this policy is directly linked to delivering the Policing Plan key priorities. It does so by;

- Providing a strategic assessment to inform the Policing Plan
- Setting a control strategy to identify key operational priorities
- Co-ordinating operational activity against these priorities to assist with the effective delivery of Neighbourhood Policing and the tackling of serious and organised crime

5.4 Partnership Links

Crime & Disorder Reduction Partnerships and the National Policing Plan will all be linked via the Strategic Assessment document. The report should be a collaboration of work from different departments within the Force and also from partner agencies. Environmental scanning, statistics and performance data, community safety, planning, social, political and future demographic changes are all relevant to the document and will enable partnerships to participate in the ST&CG process.

5.5 Diversity

In the application of this policy consideration must be given to the possible social impact of this policy on the community. A social impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. Social impact assessments must be undertaken before and after the application of this policy.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;

- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met in its entirety.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made.

All individuals using this policy must be aware of the potential impact that this policy has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act 1976
- Race Relations Amendment Act 2000
- Disability - Disability Discrimination Act 1995
- Gender – Sex Discrimination Act 1975
- Equal Pay Act 1970
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006

5.6 Consultation

ACPO

Divisional Departmental Heads

Superintendents Association

UNISON

Police Federation

Gay and Lesbian Police Association

Gwent Police Women's Association

Gwent Black Police Association

Gwent Disability Network

Welfare Officer

Freedom of Information Officer

Information Security

Data Protection

6 Human Rights Consideration Certification

6.2 Auditing for potential interference and discrimination

The following articles of the Human Rights Act 1998 may be engaged, Article 2, 3, 5, 6, 8, 9, 10,11, 14. In the application of this policy the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under Article 14 of the European Convention on Human Rights

6.2 Key Human Rights Principles

Chairs of T&CGs should ensure that, in the application of this policy, any action taken is justifiable, relevant and sufficient and should be the least intrusive. There must be a fair balance between the restrictions on individual rights and the interests of the community at large. Therefore restrictions on individual rights must be proportionate to the legitimate aim they pursue.

6.3 Rights, Publication, Audit and Inspection

This is a publicly available document and will be made available on the Force internet

Persons who wish to make representations regarding the operation of this policy will have recourse to both civil and criminal law. There is also the right to use both formal, informal and direction and control procedures in respect to the operation of this policy

This policy has been drafted in accordance with the principles and rights contained within the Human Rights Act 1998. It will be reviewed and continuously assessed in the light of any relevant changes and developments in the application of the Act.

The areas covered by this policy are open to scrutiny by H.M. Inspector of Constabulary and the Police Authority

6.4 Certification of Compliance

Consideration has been given to the compatibility of this procedure and related policies with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions

6.5 Legal Vetting

There are no issues in this document under ECHR which cannot be resolved This policy has been vetted.

7 Promotion and Distribution

The target audience for this policy includes;

- ACPO (CC and DCC) – Chairs of force level T&CG
- ACPO (ACC) – ACPO lead for Intelligence
- Divisional Commanders and Deputy Divisional Commanders - Chairs of BCU T&CG
- D/Supt Intelligence - Director of Intelligence
- DCI's - Responsible for line management of Intel Units
- Intelligence Managers – Responsible for production of intelligence products to T&CG
- Patrol Inspectors – Neighbourhood Co-ordination element
- Inspectors – Specialist Departments

The development of this document has been done in consultation with representatives from each of the above groups, to ensure that compliance is achievable.

The policy will be available on the force intranet and internet. It will appear on the policies site and also on the FIB site alongside the NCPE Manual of Guidance 2005 and Practice Advice for Tasking and Co-ordination 2006.

The key messages relevant to front line staff will be delivered through articles in the Gwent Guardian magazine.

A summary of this policy will also be included on the force internet as part of a feature on the NIM. The aim will be to inform the public how Gwent Police uses the NIM to determine its operational priorities and deploy its resources to maximum effect.

8 Monitoring / Review

There is an ongoing requirement to maintain compliance with the NIM Minimum Standards. The force NIM implementation working group will manage the implementation of this policy.

This policy will be reviewed two years from date of approval to ensure that the aims are achieved.