



## POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE STRATEGIC BOARD MINUTES

Recorded 25<sup>th</sup> June 2020

Confirmed with	Kathryn Holloway, Police and Crime Commissioner (PCC) <i>Chair</i>
	Garry Forsyth, Chief Constable (CC)
	Trevor Rodenhurst, Deputy Chief Constable (DCC)
	Phil Wells, Assistant Chief Officer (ACO)
	Clare Kelly, Chief Executive, OPCC (CK)
	Gavin Hughes-Rowland, Staff Officer (GHR)
	Sharn Basra, Assistant Chief Constable (ACC)
	Katie Beaumont, Transparency Manager, OPCC (KB) (Minutes)

<p><b>ITEM 1 - WELCOME &amp; MINUTES OF MEETING HELD AND FOR AGREEMENT AND MATTERS ARISING</b></p>
<p>The PCC has asked for the following statement to be recorded in the minutes:</p> <p>The Strategic Board papers should be compiled differently in the future. She reminded board members that the minutes and papers for Strategic Board are regularly reviewed by the Police and Crime Panel, the public and the media (when they are not restricted).</p> <p>The Force should ensure that moving forward the papers, explain and present a full understanding as well as the background on how the Force and OPCC have come to a current position and fully document how decisions prior to the paper being drafted have been made. The PCC explained that within all the documents that have been submitted there is no context to actions completed by the OPCC and the Executive.</p> <p>The Commissioner stated that this will aid future learning for individuals who are perhaps moving into new roles within different areas. The Commissioner explained it is so important to ensure we have corporate memory and decisions are documented, as the documents that are submitted to the OPCC for this board can be reused to submit other papers for other board meetings.</p> <p><b>ACTION: The Commissioner requested for the Force Exec to meet with CK to complete an education piece for all management posts within the Force to understand the role of the PCC and her office and what the OPCC has done to date and has planned.</b></p> <p>The CC is aware of the quality of reports submitted for this board, he accepts the comments made and shares the PCC's concern. He assured the PCC that this will be addressed for the next Strategic Board.</p> <p><b>1.1 Minutes from May 2020:</b> Minor changes were requested for May 2020 minutes. These are to be completed by KB and circulated to all, so they are able to be saved for the final version. The redacted minutes will then be uploaded onto the OPCC website for public viewing.</p>



## 1.2 Actions from previous meetings:

Updates were updated directly on the linked action log.

## 1.3 Annual Review of the Terms of Reference:

The board raised no concerns regarding the Terms of Reference and they were agreed. The Terms of Reference will be due to be reviewed in June 2021.

## **ITEM 2 - COVID-19**

STANDING ITEM:

2.1: Overview of the Force response and current position.

The PCC asked the Force to explain what they are doing to ensure the use of PPE by the Officers.

The CC explained that with the most recent announcement surrounding Covid-19 this has translated in Force that staff are potentially being less vigilant with PPE.

The DCC explained that a recent comms piece has gone out to staff with a direct message on how they should be adhering to the guidance. The DCC explained that the absence rate is low, currently sitting at 7% when normally the Force sit at approximately 10% to 12%, the DCC stated that he believes this evidenced an engaged workforce.

The messages have been very clear on the Force approach to the pandemic. Our instruction has been if you are able to work remotely and from home successfully, this should continue. The DCC explained that the Force is currently looking at ways to engage with the staff and that they are currently reviewing staff engagement using Microsoft Teams, to reach more staff members.

The DCC explained that partnership engagement continues, for instance the Local Resilience Forum, SCG and the Public Health Protection Board. The Public Health Protection Board is shared between partners, which will enable the Force to be able to begin to focus on other risks, such as Brexit.

The PCC stated that she is concerned about the national piece of work which is being completed surrounding Test and Trace. She explained that there are no exceptions for police officers or staff and if identified they will have to self-isolate for 14 days. The DCC explained that he attended a meeting yesterday and an update was given on blue light responders being identified. There is now a tier one response, which means that a senior health official will complete the assessment and each case will be treated on merit and triaged. The DCC gave a specific example of testing turnaround of testing at a single Police Station within 24 hours. PCC stated she was aware; however, this was not going to be standard practice.

Discussions were had surrounding PPE and the Force's approach to social distancing. The DCC explained that the Force has created a team-like 'bubble' to ensure that the same teams are working together to try and reduce the pathways of infection. The DCC explained that there is no expectation from the Force for officers to be wearing face masks, especially in the current heat, however he does expect social distancing.



The PCC asked the Force what it was doing to ensure social distancing was taking place at police stations. The DCC assured the PCC that there is a limit to the amount of people in the offices, tape has been used and ventilation is important within the spaces being used.

The PCC explained that, with the exception of her, CK and Phil McCarthy, the rest of the OPCC team are unable to socially distance at Headquarters and this has been within the PCC's strategy throughout Covid-19, that the office will remain working from home and stay out of Headquarters for the foreseeable future.

The CC stated that working from home is advised. The Evolution team is currently managing the estates pressure.

### **ITEM 3 - NEW REQUEST FROM THE OPCC**

#### 3.0 The current and predicted levels within Community Policing specific to location

The PCC noted the report. She stated that she is aware that there have been difficulties around recruitment, and that new recruits seem to want to be placed into Response and not into the community teams. She stressed that the Force need to get numbers in Community Policing up to the strength promised. This is a pledge in the Police and Crime Plan and we need to deliver on pledges to the public and HMICFRS.

CK raised to the PCC that she has reviewed the paper and there seems to be confusion over the numbers. The numbers were initially raised to the Police and Crime Panel (PCP) in March 2019. The OPCC has reported to the PCP on 6 occasions since then, for which Continuous Improvement has completed the paper. The OPCC received a request from an MP recently which led to CK reviewing the numbers closely. CK examined the specifics within the report and the Chief Constable was asked to bring an accurate record of Community Policing strength to the next Strategic Board.

**ACTION: CK asked for the Force Exec to review the numbers and give an explanation to where we are and whether the numbers are going to be met, and to produce enough detail to respond to the MPs question.**

The CC stated that he does not believe the report which has been submitted is an accurate picture. He promised to get this reviewed.

The ACO stated that, currently, we have 49 established Community Officers. However, there are extra with 13 being assigned from the Airport and three being assigned from the Dog Handling Unit.

The PCC stated that she made a promise to HMICFRS concerning Community Policing as being staffed in full by 1 April 2017 and she believed this is key to the survival of Bedfordshire Police. The Force committed to this. The PCC has to ensure through the Chief Constable that the Force delivers against this promise. The CC agreed.

### **ITEM 3 - OPCC UPDATES OR FORMAL REQUESTS TO THE FORCE**

#### 3.1 Strategic Analysis Cyber product (From Feb Board)

CK started she is really glad the OPCC pushed to get view of this product. Scott has done a great job with both the research and recommendations. The COS felt it beneficial to understand this area in better detail but has concerns.

The OPCC contributed as mentioned in the document and we raised concern in January 2019 in this area. The document to Strat Board answered those concerns around gaps in the data but did not explain what action had been taken to mitigate concerns.



CK raised that the process map on page 12 is quite difficult to understand, so suggested that it may be worth the Force exploring that to ensure all service users and service providers understand the flow.

CK also raised that the document states Signpost were not prioritising high harm and high vulnerability cases for fraud. CK requested an action to take forward from the point at which the OPCC took over governance.

**ACTION: CK to ensure Signpost are prioritising High harm cases for fraud throughout Signpost in line with other high harm crime types. From July 1st when OPCC has governance.**

CK continued to ask questions surrounding which options the Force would be taking and discussions were had surrounding the different options within the report. The DCC stated that he has linked with partners on the resource of demand against the national average. He stated that he has been reviewing impact and it has been evident for other forces a small resource can make a real difference.

Discussions were had surrounding Fraud and the national and local picture. CK stated that, reviewing the report and the cost to the public in Bedfordshire alone of £23 million, the Force needed to know what the total cost of other crime types would amount to and also to consider the different impacts, such as the impact of Fraud against the impact of car crime, as an example.

The DCC explained that the figures were not known, however Fraud was known due to it being higher profile. The CC stated Fraud is a complex picture, for instance there is more Fraud than is actually being reported.

**Action: Force to understand the cost to the public of other crime types in line with understanding the cost of fraud.**

The PCC stated that she has every sympathy that fraud is not always reported in the first place and if it is, it is to Action Fraud, not always to the Force. The PCC stated that this may be an area for the future PCC to invest in an event focussing on fraud.

ACC stated there are two items he can update the board on regarding this:

1. The Force is recruiting two individuals to initially review Fraud – the advert has expressed that specific skills in this particular field would be needed.
2. Since this report was drafted in January 2020 the NFIB have made national Cyber/Fraud dashboard available, allowing the Force to review most up to date data.

### 3.2 Reward and Recognition

The PCC noted the report and has asked that no amalgamation of the community event goes ahead and that the following remain separate:

- Community Cohesion Thank You Event
- Community Hub Awards



The PCC stated she wants these to remain separate as different groups of individuals attend these events and they each have a large attendance of their own. The PCC part funds the Community Cohesion Event and funds the Community Event. The PCC will continue to fund these events as she believes them to have a clear policing purpose, explaining Police achievements to local Communities. However, the community event this year will be the Covid-19 Heroes event.

Discussions were had surrounding the Christmas service this year. The PCC stated that it needs to be well organised and coordinated by the Force.

Discussions were had between the OPCC and the Exec regarding 'Covid-19 Heroes Event'. The CC stated he would bring the idea to the Chief Exec Forum for the PCC and see what the appetite was for such an event. The PCC agreed for the CC to take to the forum.

### 3.3 Victim Care paper

Discussions were had surrounding the Victim Care paper which was submitted to the OPCC. The ACC stated that the report needed work and he would ensure a better quality of report was submitted moving forward.

CK stated that she had requested Victim Care on the agenda, requesting a paper from the Force. She was asked for a steer from Force Exec, so she wrote the questions within the paper as a guide but suggested there would be other areas the Force would wish to address as she would not know all their plans on Victim Care.

CK stated that sadly there are no additional comments, other than responses to the questions, so we could not explore those plans, if any existed.

CK stated there is a theme in every answer, 'We are in discussions with Signpost as we want them to take it', covering Claire's law, DA Survey, Main Victim Survey, VEO work, VCOP. CK stated that these areas are not the sole responsibility of 'Signpost' to manage, the Force has a responsibility for Victim Care and the OPCC/Signpost will not be doing all of Victim Care, this will also include the Force.

This reaffirms the view that the Force was not using the main Victim Satisfaction Survey. The reason appeared to be that the Force had confused this with the DA Survey. In fact, they are very different in design and intent.

Bedfordshire Police was asked to recognise that other elements of Signpost could add value.

The answer to Q9 suggested there were no issues in fact the Force was complimented in the VCOP audit. The opposite was true the Force failed the audit with low assurance. We asked Bedfordshire Police to be careful about presentation of audit results.

The ACC stated that he was aware that there had been a lack of ownership and direction surrounding Victim Care and that he wants to change this.



The PCC has also requested that a Communications Strategy is put together surrounding ' Claire's Law'

**ACTION: The ACC provides an update at July's board surrounding Victim Care.**

**ACTION: The ACC provides the PCC with an update on the Comms Strategy surrounding Claire's Law.**

Discussions were had surrounding DA and the recent communications which have been put out by BDAP. CK queried the recent poster surrounding DA; asking for victims to take pictures of such a poster might put them in danger, if the perpetrator saw this on the victim's phone.

The OPCC has received an immediate complaint surrounding the second DA poster which was released, with perceptions being that the individual on the poster was a perpetrator and the feel of the poster was concerning. CK confirmed that the style of the photo gave the wrong impression.

The OPCC notified the Force immediately and actions were taken, however, the PCC wanted to inform the Executive that these concerns from the OPCC were raised to assist the Force.

The DCC stated that the Force is currently looking at a process surrounding this.

CK raised concerns to the Exec stating that Agendas and Request for papers are given eight weeks in advance, which she believes is sufficient time to get papers together ready to present to the Commissioner and she hopes the Force agrees with this. CK stated that not all Victim Care considerations come into Signpost.

The ACC agreed that not all Victim Care should sit with Signpost. The Force needs to start again and get victim-focussed. The ACC stated he has not been within the organisation for the last 6 months due to his secondment, however Victim Care will be his focus.

The PCC stated that she believes the OPCC and Force should work closely together to improve the service for Victims of Crime. The focus of next months update needs to be:

- What can be done surrounding Victim Care
- What has to done surrounding Victim Care

The PCC raised that it has come to the OPCC's attention that victims of DA when being placed into accommodation are not being provided with items to assist with there stay. The OPCC has previously provided items such as bedding, hygiene items etc to a victim. The PCC stated that she would like a review of this and would like the following points to be answered:

CK suggested for a process map to be drafted including all of the above, so it can be linked to the existing OPCC process map.

- Identify where DA victims are being housed, is there a difference in what they are provided with?
- What sort of items have been identified by the Emerald Team that the DA victims need?



- The quantity of items needed?
- How and where can items be stored if purchased?
- What funds are already available for this to be completed?

**ACTION: Force to complete the DA work, answering the following questions. Phil McCarthy has some information which would assist the Executive.**

- **Identify where DA victims are being housed, is there a difference in what they are provided with?**
- **What sort of items have been identified by the Emerald Team that the DA victims need?**
- **The quantity of items needed?**
- **How and where can items be stored if purchased?**
- **What funds are already available for this to be completed?**

#### 3.4 Communication Legislation change

The PCC thanked the Exec for the paper however requested for detail to be embedded within the paper such as what the local plans were. Where is the Force with the Digital Desk, services for those with varying needs such as sight issues? The ACC said he will review and provide a full response to the OPCC.

**ACTION: The ACC to provide detail on the Digital Desk response to the communications legislation change and the need to be compliant with additional needs such as sight issues.**

#### 3.5 Front Line Home Office One Year On Report ( Welfare focus)

The PCC raised particular concerns within this paper which submitted, as there is no mention of the welfare work which has been completed by the OPCC. CK explained that a member of the OPCC sits on the welfare silver cell and the OPCC has publicised the work widely. The CC recognised that the paper was not a full representation of all the work which has been completed. The CC stated work needs to be completed on this paper. It will be brought back to the next meeting.

GHR stated that the ACO tasked him with a piece of work which is to complete a Front-Line Review, which will incorporate all things welfare. The PCC requested that this piece of work also includes the OPCC's work, as a great deal of assistance has been introduced and funded and the report should capture everything. This needs to be brought to Strategic Board once completed.



**Action: For the Force to bring back the welfare paper to the July meeting covering all items listed in both the actions and minutes of Strategic Board**

3.6: Innovation (added to agenda following March mtg)

The CC explained that the lead for Silver– Emma James – will be leaving the Force. CK stated this is a shame as she has performed incredibly well within this role. The CC stated that the Force are now looking at the short term solution.

GHR gave the following update:

Aaron KIFF has now taken on the role of the BOSON T/DCI as a dedicated role. This is a growth area that has been brought on by the sheer demand and also level of risk he manages as a commitment to our focus to tackle serious youth violence. Since the inception of the countywide model, the role and responsibility has continued to grow for this post and this is a sign of our commitment to this issue.

We now have an agreement in place to deliver the 4 x P drugs plan across the partnership, through existing governance and an additional meeting that will meet twice a year to review the plan itself. This plan is the result of the innovative Drug Market Profile completed by Bedfordshire last year (this first of its kind) which is now being rolled out to other forces.

This momentum continues to grow and a regional plan, that compliments the local plan is currently being developed alongside the regional Public Health lead for illicit drugs.

Due to the local work by Bedfordshire, we will lead on this regional plan, governance and delivery, reporting into ACC VAJZOVIC and also the newly appointed National coordinator to DCC Jason HARWIN, the NPCC national illicit drugs lead. This coordinator is a significant advocate of the work we are driving locally and regionally. It was D.Ch Supt Mark LAY, who commissioned the Drug Market Profile in Bedfordshire.

**ACTION: The PCC requested for GHR to pass the Drugs Response Plan to the PCC and to keep her notified of any updates in this area, this is in relation to the work Mark Lay had started.**

GHR continued with his update:

T/DCI Jeni McIntyre Smith has joined us now and is leading on the Wellbeing Portfolio for the Force.

DI Ron Regan arrived last week and will now be looking at Detective Recruitment and retention - and wider workforce development and organisational CPD and skills development.

Insp Emma Nicol is leading on our uplift and recruitment / Student development. We ( BCH) are a part of the pilot for Virtual Search, as the first phase of recruitment provided by the CoP since the lockdown. Currently, as part of the pilot we have 210 places and will have the results of this on the 29th June. These candidates will effectively fill our cohorts for





the rest of this financial year. The wider ongoing access to Virtual Search is anticipated to be available in September and this will then deliver an ongoing recruitment pipeline taking us into the next calendar year and beyond.

The impact of Virtual Search is as yet unknown. Both in terms of attrition and also in relation to representation.

CIP - we are working towards the Watch schemes being realigned to Community Policing over the next few months to maximise info sharing and effective tasking.

BCH will be completing a full review of the process upon completion of the pilot to assist the CoP and to inform our ongoing recruitment strategies etc.

Other areas that have come onto the People and Workforce Development portfolio :

- Workforce plan
- ED&I
- Leadership
- Culture

The PCC thanked GHR for his update.

### 3.7 Request for July:

The PCC informed the board that 3.7 highlights a request for July's Strategic Board and she asked for the Exec to note the request - Stop and Search Report.

A report is requested on the Force's response to the last two Stop and Search Scrutiny Panels, and the last Stop and Search complaint and the agreed management process for dealing with stop and search complaints. An understanding of why the data pack was stopped and why the OPCC was not asked for a view before the decision was made.

### 3.8 Request for July:

The PCC informed the board that 3.8 highlights a request for July's Strategic Board and she asked for the Exec to note the request - The Bedfordshire Police Partnership Trust and its role in crime prevention.

The force committed in the January trustee meeting to supporting the charity through crime prevention. This has not occurred, could we have a paper explaining why and how we can ensure the Force and charity remained linked. What is the current situation with Crime Prevention, where are we with PBB in this area.

### 3.9 Request for July:

The PCC informed the board that 3.9 highlights a request for July's Strategic Board and she asked for the Exec to note the request - Appropriate Adults.



A paper is requested on any disparity between ethnicities for individuals who are in custody and are or are not offered an appropriate adult.

#### **ITEM 4 - CC UPDATE**

##### **STANDING ITEM:**

Verbal update from the Chief on items he wishes to formally notify the OPCC of.

The CC gave an update on the BLM Movement and the national picture. The CC explained that there has been a minimum of 238,000 people participating in 792 protests so far. 68 are planned going forward. There have been reports of approximately 100 officers being injured during the protests. However, the majority of injuries have occurred within the Metropolitan Police. (This was a national update)

The CC explained that across Bedfordshire there have been 15 protests, which have varied in scale and time. The CC stated that he believes the protests in Bedfordshire have been managed very well. They have been positively policed, with a largely compliant crowd. He wrote personally to the PLTs to thank them for their work.

The CC stated that a key priority of the Force is to recruit officers from the BAME community. Beds Police have had a number of leavers from the BAME community due to a number of reasons:

- Retirement
- High level of attrition which is disproportionate and needs review – findings have shown that the Force is potentially not adequately supporting individual needs as student officers.

Current percentage is 18.5%, when nationally it is 14%. The CC stated that there have been pitfalls with recruitment through Covid-19.

The PCC requested an update surrounding the highly critical BBC Article and asked what the force is doing surrounding the issue of racism and what is being done to capture and act on any complaint raised during the exit interview.

The CC stated that he has assigned Karena Thomas to complete a full review of the circumstances and he will bring this paper to the next Strategic Board.

**ACTION: Review paper – BBC article – to be brought to the July Strategic Board – Karena Thomas leading**

The PCC requested for a new standing agenda item to be added – Promotion of Diversity.

**ACTION: OPCC - New standing Agenda item to be added to Strategic Board – Promotion of Diversity as part of the Race section.**

The ACO stated that the Force has already completed a part of the exit interview work. The ACO explained that the Force has invited a firm to complete a review of the last 12 months of exit interviews and data, so the Force can review



previous data and look at what needs to be done to move forward. The ACO informed the PCC he would keep her updated on this.

### **ITEM 5 – EFFICIENCY**

STANDING ITEM:

5.1: Data Protection

There have been no significant breaches.

STANDING ITEM:

5.2: Estates Update

The PCC stated that she suggested to the Force that a salvage company be requested to see if any of the structure of Greyfriars might be of interest and for sale.

The ACO stated the salvage firm was due to visit the station the next day and that the PCC would be updated.

STANDING ITEM:

5.3: Paper from consultant re 106

Not discussed. To be moved to July board.

### **ITEM 6 – EFFECTIVENESS**

STANDING ITEM:

6.1: Crime performance figures and comparisons

The ACC went through the paper highlighting the following points:

- Recorded levels from Jan to April show a consistent decrease in offending and increased solved rates.
- The Force may see a slight increase in next month's data, with a slight decrease in solved rates, however this not significant. The ACC assured the board that he will continually monitor this.

The PCC stated the successes have been "utterly outstanding" regarding weapons and drugs seizures during lockdown. The PCC informed the board that she had brought this to the attention of the Policing Minister and the Home Secretary. The PCC said she will be very interested to review next month's data.

STANDING ITEM:

6.2: VERU and Serious Violence Fund

The PCC informed the board that due to ongoing concerns surrounding the VERU, the OPCC has commissioned an Internal Audit to be completed by RSM which was due to start the next day (June 26<sup>th</sup>).



CK stated that she would like to give some background explaining why the OPCC has requested an audit to take place. CK explained that the last VERU Governance Board was completely unsatisfactory, so, with the Commissioner's permission, she has commissioned an audit by independent auditors RSM to offer a level of assurance that the OPCC (by legislation) requires, as agreed and to satisfy deadlines, certain information.

The ambition will be to show the Chief Exec where she may need to make recommendations to the PCC on how we alter the VERU to create proper governance;

The audit will cover:

- Governance
- Finance
- Partnerships;
- Data Capture;
- Service Delivery;
- Community.
- Role appropriateness and work balance

CK explained that she has requested papers to be brought to Strategic Board since August 2019 and received the following:

- Aug - Strategy written with ACC Sebire and Phil McCarthy typed up and finessed
- Sept – Nothing received
- Oct - No Strat
- Nov – Nothing received
- Dec – Nothing received
- Jan/Feb/March - Metrics document supplied but no link to VERU or SURGE
- April - Received Annex B of Q3 and a finance paper on SURGE
- May - Verbal update
- June - Initial email update which was identified as insufficient. It was re done with a paper which was improved but still did not provide enough detail for assurance.

CK stated that there are 14 people working in VERU, not including the two independent scrutineers for the evaluation work. This is double the staff of the OPCC.

The majority of the funding is spent on staff, over 500k, so although the OPCC has coverage and understanding of the community funds because we have designed the templates, set up the schedule and for two bids out of three run them. The gap is what are all these roles in the VERU are delivering/what's the output is/what's the value/what the impact is and how is this evaluated? CK explained that she sees good newsletters, that tell her about lots of meetings being held on a regular basis, but no substance has been provided concerning the outcomes of those meetings, even when requested.

CK wanted to ensure that her professional rationale behind the audit were within the minutes. The audit will be supplied with information by the VERU team, not the OPCC.



## **ITEM 7 - LEADERSHIP AND CULTURE**

### STANDING ITEM:

#### 7.1: Chief Constable Complaints

CK updated the CC that the OPCC has received four complaints; three are non-recorded and one has been sent to the IOPC in a voluntary capacity.

### STANDING ITEM:

#### 7.2: Reviews from April/May 2020

No items to raise.

## **ITEM 9 – AOB**

The CC stated that he has been involved in scenario planning, if the decision was made to complete a localised 'lock down'. In line with the risk matrix, the calculations for Bedfordshire were that it would take 768 Police Officers every 24 hours. The PCC stated that this was unrealistic and the PCC asked the CC to keep her updated on any plans.

The ACO raised that the Home Office has stated that the uplift funding could be used to cover Covid costs. However the ACO explained to the PCC that the uplift monies have already been spent and cannot be spent on Covid.

CK raised concerns which had been raised by the IAG, that the Force does not respond quickly enough to such concerns. CK explain that there have been a number of issues raised to the Force surrounding communications in a short time span such as:

- Social Media posts around Covid-19 'managing by fear' in the 'shadows' comment
- Posters (DA)
- Homeless post – no warning marker
- Memorial comms

CK stated that she believes the Comms Strategy needs to be reviewed.

The CC stated that he believes the IAG to be a critical function giving the community confidence. The CC stated he will be sending emails out to the IAG and meeting with them.

The PCC thanked all for attending the skype meeting.

Meeting ended at 15:08hrs.

**Next Meeting:** 28<sup>th</sup> July, 14:00hrs – 16:00hrs