



**OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR BEDFORDSHIRE**

MONTHLY BUSINESS REVIEW MEETING

06 October 2020 at 13:00hrs – Microsoft Teams

Chair – Clare Kelly – Chief Executive

Attendees: Clare Kelly (CK), Zoe Fraser (ZF), Mary Robinson (MR) , Simon Powell (SP), Phil McCarthy (PMc), Antonina Belcheva (AB)

Apologies: Katie Beaumont (KB), Grace Foster (GF)

No.	Business Review Meeting	Actions
	Welcome and Apologies	
	<p>Actions Update</p> <p>All actions have been updated on the Log</p>	
	<p>Chief of Staff Update</p> <ul style="list-style-type: none"> • Office Updates <p>Government guidance is currently to work from home where possible, CK sees our office needs are for going in for items such as printing, performance conversations, and events. CK asks all to use common sense when in and to stick to the rota provided so less risk of cross over.</p> <ul style="list-style-type: none"> • Strategic Board <p>Victim care was the core of the last board. CK was not convinced that Bedfordshire Police have had the victim at the heart of everything they do despite the opening line to that effect of the paper that was produced by them. CK is pleased however that a project manager has been allocated by the Force to look at Victim Care.</p> <ul style="list-style-type: none"> • Police and Crime Panel <p>The Panel has changed in make up since the election and a more operational focus has come from the panel. CK has offered several opportunities to educate</p>	



the panel in the work of the OPCC, this offer was only taken up by a few members, CK will re-offer it to all.

- Eastern Region Alliance Summit (7 force)

No update

- Strategic Governance Board (ERSOU)

Moved to the 15th October – will give update at next BRM.

- Legislation, Publications, Consultation updates

Policing 2030 is still not launched but we as an office will go through this when it is and see how we link our work directly to it.

We have been made aware of the Probation contract guidelines and are currently working through this with the Force.

- Business Continuity

Action added for all of the team to ensure that their NOK contacts are up to date and include a member of their household.

- Milestone Plan

The Milestone plan was gone into detail at the September away day, all areas are on track to be achieved within the timescales predicted

- Strategic Risk Register

CK will be going through the risk registers creation with the JAC in a deep dive session on Thursday the 8th October, in detail to how the OPCC identifies risk and how it is documented and mitigated.

- J.A.C

The Transparency manager and CK presented to the JAC in September and shared our updates around finance and how we were mitigating the risk as a team with regards to representing all across communities.

- Audits

BCH and 7 force assurance interview completed by myself with RSM.



Office Performance

Some missed deadlines are still causing delays in moving some work forward. The office ambition is to ensure everyone has enough support to deliver their work, and then will look at reasons why people 'will not' deliver.

Project Manager Policing and Contact

- **Direction** – During the September Criminal Justice Board meeting National Probation service praised how Direction have supported them during through lockdown.
- Digital network forums for organisations chaired by YouTurn continue, with the aim to talk to each other and establish mutual benefits as organisations were coming out of lockdown.
- **SARC** – Met with [REDACTED], SARC manager at the site in September, working on getting the list CK gave to address the issues concerning furniture and wall boards.
- Telephone issue has been again reported to IT (SARC team cannot pick up or transfer calls internally – this is not the same in police office) .
- Performance Referrals are still steady and not surging at this time. All parties / service users continue to provide very positive feedback on the site.
- Once items are back in place and new boards received a date for PCC and CC will be arranged.
- **ISVA**- ISVA service is a specialist area within the SARC.
- A new service provider – Early Childhood Partnership – an extended arm from Families First Bedfordshire has been awarded the contract and within budget.
- Over the past 8 weeks a service transition programme involving Procurement, service provider, police and OPCC have continued to meet to ensure all aspects of the new provider (vetting, access cards and contracts) remain in line with the tight deadline we had. Official handover was 1st October.
- **Domestic Abuse** -PCC funded emergency accommodation is ending, OPCC have been able to supply emergency hotel accommodation for persons fleeing Domestic related abuse and also into other more



medium-term accommodation across the County. Utilising Reactive8 to find, furnish and support the accommodations units.

- These houses and the access to emergency hotel accommodation funded by OPCC have provided a vital link to house persons fleeing DA when other service have curtailed their services.
- Meeting to review service provision and lessons learned is to be finalised this month (October)
- DA Pathway developed in OPCC is being updated to include provision pathways – work on-going to finalise this.

Other open projects:

- **VERU**- Quarter 2 pre-submission meeting has occurred. Finance statement and Update report have been discussed and will be provided to Home Office in line with 14th October deadline.

Force projects

- **BCCIB** – updates on the Business change board- a lot of the projects forcewide have stalled due to COVID but the Evolution plan / board are now reviewing how the Force can work following the pandemic.
- Some notable issues surround continued use of working from home, meeting and structure of meetings and IT are some of the major issues being reviewed for the future.
- Priority Based Budgeting phase 3 planned to be held in November 2020 with both Force and JPS looking to make efficiency savings. As previously stated however COVID-19 has had impact on monies that were to be saved and positions being moved on Phase 1 and 2 of PBB.
- New Custody at HQ – Work on the new Custody block continues with some major car parking developments across the whole of Police HQ. The project team continue to meet, OPCC have requested contact to be made to ICV's and also defence teams to ensure the build caters for all needs and has a wide range of inputs in its development.
- Sale of Greyfriars Police station – Bedford Planning committee to decide on new plans for the road to the front of the station that impacts on the development.
- To prevent intrusions the old station is now boarded up as the removal of all items considered salvageable and sellable have been removed.



- The huge window replacement programme has commenced. LPS will take 45 weeks to finalise the replacement of all the old windows.
- This impacts on the re-decoration/ refurb programme. Certain areas such as the old canteen that were to be decorated are now being considered for Response teams as their numbers grow but due to COVID 19 restrictions, means they have no space to house the size of the teams.
- Breathing Space at Luton– two rooms on sixth floor have been identified as potential location, once the decision has been made, the refurbishment will commence to have the room similar to the room at HQ.
- CAVVA ABE furniture – previously out of stock items have been ordered and expected in early October.
- Dunstable Police station – continues to have refurbishment across the training wing that allows a greater use of the building and also increase areas that larger groups can safely use.
- Biggleswade – Refurbishment of canteen continues, as also Enquiry office conversion to an interview area for officers and PSD.

Transparency Manager

- FOI/DP requests

Decision notice ICO – this action has been completed and sent to individual – no further action required.

Signpost work – near completion. At last meeting additional comments were made surrounding having access to Police systems such as PNC/Fed search etc. Additional meeting set to have with Head of Victim Care morning to discuss lawful basis and perhaps an additional DPIA.

- ICVs / Dogs

Phase two – due to start tomorrow with calls to custody but actually speaking to detainees. This will be ICVs talking to detainees over phone. KB is awaiting feedback from ICT regarding the phone in Luton and whether or not it has been fitted. KB received email from H & S regarding physical visits and risk assessment visit which needs to be completed – this will sorted in the next couple of weeks.

- LQCs/Misconduct

<p>Notification of appeal through regarding a hearing – awaiting feedback from PSD.</p> <ul style="list-style-type: none"> • Complaints <p>5 ongoing reviews – some are quite complex with a lot of information to review.</p> <ul style="list-style-type: none"> • Decisions none at this time. • Website Compliance – Specified Information Order <p>COPACC submission completed and sent to them to start reviewing website in October,</p> <ul style="list-style-type: none"> • Audits <p>None coming up.</p>	
<p>Victim Care</p> <p><u>Signpost:</u></p> <ul style="list-style-type: none"> • Performance – Qualitative and quantitative The team have performed unbelievably well this last month. Having fallen behind during August due to annual leave and sickness and we have no back log on calls, letters or emails. I am aware that the volume of calls we get from the force is below what we are expecting and I am in the process of rectifying this by liaising with the Forces Victim Care Project Manager, [REDACTED]. I am aware that promoting Signpost to the Force will bolster the referrals creating more work but we are set up to cope with this and once [REDACTED] and [REDACTED] our new VCC's are trained the rota will work enabling us to cover this and peak times. • New elements to log (issues or success) We have met with some resistance from the force over the move back into the Hub, as this stands now we will move back into the Hub on Monday the 12th October 2020, The Team will come in for on a rota basis and there will be no more that 5 of us in at any one time. [REDACTED] and [REDACTED] will be joining the Team on secondments this month and a strategy to complete their training is being completed 	



SP is currently waiting to interview for a full time Business Support Admin role and a Victim Care Coordinator role, these roles have been placed externally due to the Force putting a hold on secondments.

Communication plans to share

The Team will undergo DA training at the end of October, this will be two morning training sessions. The DA training in November has been moved until January 2021 at the request of the trainer, this was due to London potentially being in lock down soon as this training is face to face.

Further discussions around Signpost and Comms to be discussed asap.

Bedfordshire Police Partnership Trust:

- **Performance – Qualitative and quantitative**

SP is pleased to say that both Bobby Vans are now out providing support and advice to vulnerable victim of Bedfordshire. [REDACTED] will be joining the team as soon as vetting has come back and I am looking into the training she will require and the purchasing of another van for her.

- **New elements to log (issues or success)**

SP is speaking to [REDACTED] around promoting the Bobby Scheme to the Force and the best way to do this. I am only to aware that officers will read something and forget about it in a couple of months if they do not use it. I will be looking at the possibility of using a referral form for officers to use

- **Communication plans to share**

The meeting regarding the Logo has been put back but once this goes ahead we will have more of an idea around where we stand. The idea of asking school with A Level art students to come up with ideas has been discussed and will be discussed further.

Victim Care:

- **Partnerships.**

SP is meeting with [REDACTED] this week re Victim Care and how the Force and OPCC (Signpost) support the victims of Bedfordshire. We have two meeting already booked in and this may take some time to complete.

SP has had a response back from HR about the issues, SP has raised around recruitment and have been told that due to a HR reshuffle new training has been



given to new staff and there is now a back log. SP got a response form the regarding the BSA role on 5th October 20, so it is now moving.

Commissioning Officer

Budgets

CSF- £1,401 Reminder

MOJ - £60,000

PPR- £70,000

MOJ2 – all spent

- **Open Bids update**

Bids Open 5th October Main Fund 2 areas – drugs /alcohol and early intervention work

Bids Open 28th September for Safer Street funding

- **MOJ Returns or announcements**

Demand Report completed and sent off on the 5th October 2020, concerns raised as partners are unhappy with so many requests being sent to them.

The following organisations did not complete the required report:

- WAIL
- FACES and Link to Change – Organisation contacted OPCC and apologised for the misunderstanding within this report requirement.
- TOKKO

Next return due to MOJ at the end of October, partners to send the reports for merging by 12th October.

- **New funds available**

Waiting to hear back from CSA Bid

- **Partnership engagements any issues or successes**



	<p>Half year reporting is due, we have also asked for partners to submit a survey to enable us to establish if support has now started for those that required extensions.</p>	
	<p>Communications Officer</p> <p>CK asked if papers have been logged on B house, check completed no file presented unable to complete an update.</p>	
	<p>Events/Engagement Officer</p> <p><u>Events</u></p> <ul style="list-style-type: none"> • 100 Conversations 20 completed so far Email sent out to all commissioned services ██████████ them to collect a max of 10 people together to have a conversation with PCC. Still need LOADS more people to interview. Will create a hard copy of transcripts for PCC. • No Annual Parish Council Conference this year Instead a survey will be created asking about the priorities they want the Force to prioritise and how they are communicating these to the Force. Phil to speak to Community Policing first. • Partners Event PCC to open event. Tickets sold out in 5 hours. 80 people attending. Draft agenda has been created. • Beds Covid Heroes event Wrest Park – Saturday 20th March 2021 (venue still not booked) Save the Date sent to CE Forum Finally received High Sherriffs date for event. Waiting to hear from ██████████ whether we need to move ours. <p><u>Engagement</u></p> <ul style="list-style-type: none"> • Beds Youth Council (BYC) Gaining followers slowly – now up to 71 (started with 5) Need to share more across different platforms and tag more people in them. 	



Next months story will be 'Reporting Crime Anonymously'

Charity

- Beds Police Partnership Trust Communications
- New logo designed by James Campbell.
- Taking new logo design to charity 5th Nov 2020.
- New website to be created once the new PCC has started.

BPPT back of house is very confusing – need to contact ex member of staff for training lesson how to use

Contacts Officer

From	Topic / Reference	Date rec'd	Deadline
APCC 128	Roads Safety Trust - The Small Grant Programme will be open for applicants from 15th September until 21st October	18/08	21/10
	VERU Grant agreement 2020/21	28/07	7th OCT
APCC 151	Race Disparity and Disproportionality Working Group Chairs of initiatives aimed at tackling race disparity. T	24/09	16/10
APCC	APCC Gen Mtg on 15th Oct	28/09	confirm attendance by email before 12/10
Home Office	PUP Amendment to the Quarterly Statistics Adjustment process		Any issues report by 9/10

Queries:

From	Topic / Reference	Date rec'd	Deadline
APCC 142	information request from National Trading Standards on doorstep crime		respond by 23/09 – did we send a response?



BRAKE	Expressions of Interest from PCCs in commissioning us to deliver a tailored, local Sudden or NRVS (national road victim service)	09/09	End Sept- did we send a response?	
APCC 151	Voting arrangements for members of FCN	24/09	no deadline given, but a request to provide feedback by email or respond to survey	
APCC 158	Launch of the Income Loss Recovery Scheme for PCCs		Finance to complete	
<ul style="list-style-type: none"> • Complaints – some emails around requesting more police enforcement of Covid measures 				
<p>AOB</p> <p>Decision Logs- CK asked that all staff are to send completed to KB. AB asked if the Memorandum of Understanding for Luton and Bedford should be logged, CK confirmed that this must be logged with KB.</p> <p>15th October – CK updated that Signpost supervisors will be attending the meeting. Focus of the meeting will be around the New PCC and statutory responsibilities of the office.</p> <p>Labour Candidate – withdrawn unclear who new candidate is. AB to look into that and feedback to CK.</p>				AB