



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

MONTHLY BUSINESS REVIEW MEETING

30th June 2022

Chair – Wayne Humberstone (Delivery Manager)

Attendees: Anna Villette (AV), Katie Beaumont (KB), Simon Powell (SP), Phil Eaton (PE), Gemma McCormack (GMc), Mary Robinson (MR), Bethany Coles (BC), Leanne Friel (LF), Zoe Fraser (ZF), Jenna Skinner (JS), Cara Gavin (CG)

No.	Business Review Meeting	Actions
	<p>Welcome and Apologies</p> <p>Apologies: Wayne Humberstone</p> <p>KB advised that she will be chairing the meeting due to WH being on annual leave.</p>	
	<p>Actions Update</p> <p>All actions were reviewed and have been updated on the log.</p>	
	<p>Head of Governance and Transparency</p> <p>Discussion held regarding Finance and Purchase Orders, to ensure that the process is understood and followed by the team.</p> <p>Action: Finance training to be arranged for the team.</p> <p>Action: KB and AV to discuss authorisers for Purchase Orders on Finance system.</p> <p>BC asked about commissioning invoices and process going forward. Agreed to schedule a meeting with the Commissioning Team to discuss further.</p> <p>Action: BC, SP and JS to have a discussion regarding invoicing schedule and processes.</p> <p>Joint Audit Committee (JAC) is due to take place on the 1st July – the OPCC will be presenting the Strategic Risk Register (SRR).</p> <p>Discussions have been had about certain risks and having a more specific wording on the risk, what the risk is and if it actually exists. KB is working to ensure everything is listed appropriately.</p>	<p>KB</p> <p>KB/AV</p> <p>BC/SP/JS</p>

	<p>FOIs continue to come in and be managed by BC. The number of FOIs being received is high however as stated previously in other meetings they are actually for the Force not the OPCC, so they are being redirected.</p> <p>KB updated that recruitment continues for Independent Custody Visitors (ICVs) – BC attended the Multifaith Conference to promote ICVs and push recruitment, to aid with recruiting more diversely and to reflect the Bedfordshire community. 3 ICVs have resigned from the scheme. Visits are going well with no specific issues raised. BC is working on the ICV Specific Annual Report as well as the Independent Custody Visiting Association (ICVA) Quality and Assurance Framework.</p> <p>In regards to complaints, work is being completed in this area – Dip Sampling and liaising with the Force.</p> <p>All known decisions are now on the website. All team members are asked to remember the process in regards to decisions, if your department needs to draft a decision or you are aware of a decision made in a meeting, please let KB and BC know as we need to ensure nothing is being missed.</p>	
	<p>Head of Victim Services and Commissioning</p> <p>SP stated that JS is going to go through the commissioning update and SP will be providing the update for Victim Care and BVCS.</p> <p>Bedfordshire Victim Care Services (BVCS) Performance – Qualitative and quantitative</p> <p>SP updated that referrals into BCVS for May 2022 received from the Force was 590. There were 489 referrals pulled through by BVCS, 26 agency referrals and 12 self-referrals. Going to be looking at how we can promote BVCS through social media to increase the number of self-referrals.</p> <p>Projects</p> <p>There is currently an internal audit being completed on BVCS by PE and KJ.</p> <p>New elements to log (issues or success)</p> <p>SP updated that the BVCS team is still working towards 1000 referrals a month. WH took the decision to stop pulling through cases from Athena and concentrate on the back log. Unfortunately, a back log of cases was always going to happen due to the ongoing staffing issues in BVCS.</p> <p>There are two Victim Care Coordinators will be leaving BVCS and SP is advertising to replace them. SP still has one Victim Care Coordinator who is off on long term sick.</p> <p>Communication plans to share</p> <p>SP updated that the team are now back out into the community, attending open days and promoting BVCS. The team will also be at the river festival alongside Safer Streets.</p>	



	<p><u>Bedfordshire Police Partnership Trust:</u></p> <p>Performance – Qualitative and quantitative</p> <p>The total number of referrals to the team in May is 63.</p>	
	<p>Commissioning and Income Generation Lead</p> <p><u>Commissioning</u></p> <p>JS updated that the new Commissioning Officer will be starting on 1st July.</p> <p>Performance – Qualitative and quantitative</p> <p>£475k per annum for 3 years funding received from the Ministry of Justice (MOJ). JS is currently working through the allocation and grant agreements.</p> <p>Projects</p> <p>JS updated that a needs assessment across all funds is to be conducted, the victim and witness survey is now live. The new Commissioning Officer is to lead on the needs assessment (starting July).</p> <p>There is a new approach to performance and financial monitoring. The Quarter 1 Community Safety Fund form has been drafted and is to be sent imminently. The MOJ form has been drafted and to be sent mid-July. A monitoring calendar has been set up and JS and the new Commissioning Officer to start to schedule first visits with all providers.</p> <p>New elements to log (issues or success)</p> <p>JS updated that the public facing Commissioning Strategy is complete and to be published on website. Commissioning process maps have been completed and will also be published on website.</p> <p>Communication plans to share</p> <p>JS stated that we will be publishing commissioning strategy/process maps on the OPCC website. New funded providers will be added to website once final allocations made and we will also be publicising the victim and witness survey.</p>	
	<p>Project Manager – Policing and Contact and Safer Streets</p> <p>Safer Streets:</p> <p>There is no update as of yet, but there may be a Safer Streets 4a as there was not as many bids for the initial Safer Streets 4 bid.</p>	



	<p>Community Triggers:</p> <p>PE updated that an initial meeting held with the Force to discuss this area of business and to start looking at the process. PE is awaiting further information so that we can start to look at the process and highlight areas of improvement.</p> <p>Roads Fund:</p> <p>Parish/Town Councils are still sending in signed grant agreements and slowly submitting invoices.</p> <p>Business partnerships:</p> <p>PE is meeting with the PCC on 11th July to visit Bedford Town Centre. The Business Conference is being planned at present.</p>	
	<p>Early Intervention</p> <p>School Absenteeism Pilot</p> <p>CG updated the team regarding the School Absenteeism Pilot. The Pilot started on 1 June 2022 and in its developmental phase. We are working with a range of organisations and advisors to ensure that the children most at risk of being exploited or harmed when they are not in school, or in the safe care of their caregiver, are best supported. This means that advice and guidance is being sought from a wide range of professionals within the education sector, including those responsible for special educational needs provision, and specialist youth intervention colleagues from the VERU (Violence Exploitation Reduction Unit).</p> <p>The Pilot will establish if intervening in these young people's lives, without Police involvement, makes a difference to their school attendance and to reducing the risk and vulnerability they face from crime and criminality. Of course, most young people do not fall into this category, however the ones that do place significant pressure on policing.</p> <p>Summer Programme</p> <p>CG updated that work continues to support all three Local Authority areas in Bedfordshire with their HAF summer programmes. The PCC is due to attend twice in each area throughout August. The OPCC will be providing each provision with reusable water bottles for the young people attending. The water bottles will display a QR code that allows access to the details of all commissioned services that can provide a range of year round support.</p>	
	<p>Communications Officer</p> <p>LF updated the team on the success of hosting the 16 work experience students over the last three days with ZF. Several tasks were completed over the three days and the PCC also spent time with the students. A press release will be drafted shortly.</p> <p>LF discussed the press release schedule update.</p>	

	<p>Recent</p> <ul style="list-style-type: none"> • PCC secures additional £1.7m to support victims of crime • Launch of Domestic Abuse Bus/DAX campaign • Multi-faith conference in Luton • Youth Conference for year 9 students • PCC's response to National Police Chiefs' Council Race Action Plan • School Absence needs a common national framework to better protect children <p>Website</p> <p>LF updated that new icons have been added to the homepage for ease of navigation and further work around accessibility continues.</p> <p>AOB</p> <p>LF updated that there is work ongoing to communicate the Commissioning Strategy and processes to partners/the public. Wider promotion of the bus campaign for Domestic Abuse is in progress.</p> <p>The Force-wide knife crime campaign commences this month working with partners, force and key community contacts with a dedicated communications workstream and the Safer Streets dedication communications workstream commences in July.</p>	
	<p>Events Officer</p> <p>ZF updated that the Multi Faith conference went very well, and this will now be an annual event held every year.</p> <p>ZF updated that Bedford Youth Council (BYC) monthly programmes have now finished and needs to understand what is going to be happening to BYC after this and going forward.</p> <p>ZF presented the BYC presentation to all.</p> <p>Action: All to feedback to ZF regarding BYC and way forward.</p> <ul style="list-style-type: none"> • Bus Campaign <ul style="list-style-type: none"> - 4 week bus campaign / 8 week DAX campaign - Launch date: 06.06.2022 – end date 06.07.2022 • Carpool Karaoke <ul style="list-style-type: none"> - 7 completed so far - 3 more booked in at the moment - Editing has started • Facebook Lives 	

	<ul style="list-style-type: none"> - Held meeting with Corp Comms – had a little training on the programme - Will be able to start booking these in when PCC's diary allows <ul style="list-style-type: none"> • Partners Presentation <ul style="list-style-type: none"> - To book in once a week for partners to come into the office to host a presentation about their commissioned work. - Need to be able to find 1 hour a week where all staff are free and in the office at the same time. • Summer programme <ul style="list-style-type: none"> - Water bottles being delivered first and second week of July. - Business cards being ordered this week. • Commissioned Posters <ul style="list-style-type: none"> - Each commissioned partner will have a 'spotlight' poster going out on the PCC/OPCC socials, to advertise their organisation and what we are funding them for - To go out once a week 	
	<p>Executive Personal Assistant & Office Manager</p> <p>GMc updated that the PCC has attended the following school visits in June 2022. GMc will be liaising with the schools from July onwards to book in the PCC's school visits for the new academic year.</p> <ul style="list-style-type: none"> ➤ Houghton Conquest Lower School – 8th June ➤ Tennyson Road School – 10th June ➤ Denbigh High School Attendance Pilot – 13th June ➤ Silsoe Lower School – 14th June ➤ Great Denham Primary School – 14th June ➤ St Margaret's School – 17th June ➤ Balliol School – 22nd June ➤ Potton School – 24th June ➤ KWS School – 29th June <p>GMc updated the team in regards to recruitment and stated that she has booked in a couple of interviews so those who are on the Panel would have received an email with the details and an invite. We are still waiting for vetting to be returned for three who were successful at interview.</p> <p>GMc stated that she needs to book in the next team away day for September and asked for anyone to advise if they are on annual leave at all in September.</p> <p>MR raised that it would be good if all can share their calendars on Outlook to be able to check and see availability/annual leave.</p> <p>Action: All to share their calendars with the wider team.</p>	All Team
	<p>AOB</p> <p>No AOB discussed.</p>	