



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

MONTHLY BUSINESS REVIEW MEETING

Thursday 2nd July 2020 at 14:00hrs – SKYPE Call

Chair – Clare Kelly – Chief Executive

Attendees: Clare Kelly (CK), Val Ross (VR), Simon Powell (SP), Phil McCarthy (PMc), Katie Beaumont (KB), Antonina Belcheva (AB), Zoe Fraser (ZF), Mary Robinson (MR) Grace Foster (GF)

Apologies:

No.	Business Review Meeting	Actions
	Minutes from the last meeting in June 2020 were agreed to be a true and accurate record.	
	<p>Actions Update –</p> <ul style="list-style-type: none"> Meeting to take place surrounding dissatisfactions and forwarding to the force – Action Complete CK asked ZF to complete a press releases surrounding Signpost coming in to OPCC in the third/fourth week in May. As the focus at the moment is the elections – update – Ownership changed to GF – needs to be completed in July – Ongoing CK asked for this to be added as an Agenda item to BCJB - (protect the protectors – CPS not charging) – Action Complete Training for all staff needs to completed as a priority – H & S and Data Protection – Only a few now outstanding and to be worked through. SARC - PMc explained that video link issues are being worked through and PMc will keep CK fully updated on this – Update: PMc stated he has written to Force lead and no response. There are issues with getting Virgin into the building and issues need to be worked through – remain open. <p>Additional action – PMc to add Videolinks to CJ Board Agenda</p> <ul style="list-style-type: none"> Discussions were had surrounding events which are due at the latter part of the year and community hub events/celebration of achievements/High Sheriff event – ZF to link with High Sheriff PA regarding nominations for her event – update: ZF has made contact with the High Sheriff however no response yet 	<p align="center">GF</p> <p align="center">VR/AB/SP/GF</p> <p align="center">PMc</p>



however believe that at this time during Covid, they would be very busy. CK asked for ZF to link with Rosie within there office. CK to give ZF email address to complete. – Update GF to send email to ‘Rosie’ – CK stated this action can be closed as we have completed the due diligence.

- The PCC expenses have been completed from the Credit Card Statement and forms updated. KB stated that she will review the amount of detail which is in the form – ensuring the right amount of information is being disclosed to ensure transparency – Update: expenses all complete – sent to CFO for final sign off when this has been completed – KB will upload to website. KB to email CFO and ask for update.
- Improved Victim Care, as of July 1st the OPCC will be responsible for Signpost, but I want the entire team to focus on their areas on how we support this and improve connections, pathways and quality of service – Complete. CK stated we have reviewed victim care as a team numerous times and everyone is aware of the Signpost function.
- The planned JAC is coming up, we will go through the above risks with the partners. We have a new risk policy that is to be ratified which will merge some risks for both Force and OPCC, the team need to be aware of this policy. KB to add to the next BRM agenda and share with the team – CK covered this within her update for todays meeting.
- CK explained to PMc that she would like him to link in with the Force finance department and review funds which have been put aside for the contract, as it has become clear that the OPCC is unable to use the SV funds for the ISVA contract. So CK wants to know and understand the contributions which are being made by the Force and OPCC and ensure that the budget which has been put aside from the OPCC is available to use. PMc agreed – Action complete.
- Discussions were had surrounding BDAP and AB commented that she felt more welcome to this meeting and discussions were had surrounding monies and bids – CK asked AB to ensure that no bids were received asking to use money in comms or campaigns – Action complete.
- Discussions were had surrounding the website and accessibility. CK agreed for KB and ZF to complete a full brief to what is needed on the website and then ask for Fluid to complete quote on work which needs to be completed for full compliance – KB completed proposal document and submitted to CK.

New Action – CK to present proposal and findings of preferred option to PCC to make decision.

- EMBRACE – partnership working action – CK completed this.
- CK stated that she wants a statement to be added to the website listing terms of bid/details/reports required back and list organisations and if they have not

KB

CK



	<p>submitted the required papers back then this should be published on the website, as this comes back to the ICO complaint. IF we do not get the papers back it can lead to more issues for us in the future. AB to work with KB and ensure this is done – Update – KB completed wording surrounding this. AB has given a deadline of next week, if not received then this will be completed and added to website.</p>	
	<p>Chief of Staff Update</p> <ul style="list-style-type: none"> Strategic Board <p>CK explained that Strategic Board took place on the 25th June 2020. CK explained that the Force understood the concern the OPCC has on Victim Care and will be engaging with the OPCC as we work on this area, as it is now to be managed by the OPCC from 1st July 2020.</p> <p>CK highlighted concern to the Force around action taken around Fraud in Bedfordshire this matter remains open. CK has asked for work to be completed around this and fed back to July's board. CK informed SP of the work that Signpost now has to complete surrounding fraud and harm. SP explained that work has commenced surrounding this and will continue.</p> <p>CK described the concerns she had concerning the running of VERU and the significant level of push back and misunderstanding their appears to be despite several attempts at written processes. CK has commissioned RSM, the internal auditors, to conduct an audit of the VERU to offer the level of assurance the OPCC needs to report back to the Home Office. CK explained that she had a meeting with the auditor today and she believes there will be sensible suggestions and recommendations on how we move forward.</p> <ul style="list-style-type: none"> Police and Crime Panel (PCP) <p>CK explained that the PCP will be reviewing its process for public questions moving forward, so that the OPCC never again has a statement read aloud without the OPCC being allowed to answer there and then, which is what is completed in other panels.</p> <p>CK noted the importance of the focus on what we put in the public domain and how we allocate budget codes. All the information on the website was an appropriate spend but the vast majority was not an expense to CK personally as in mileage or food at an external event, therefore should have been logged under 'expenses'.</p> <p>Instead in line with her instructions previously given to her PA, issued expenses should be on the website, costs allocated to projects etc should be on the project log. The matter has been resolved by splitting the document for this year into to documents –</p> <ol style="list-style-type: none"> Actual expenses Purchases for projects <p>CK has asked for the team to fully understand this moving forward, no data has been deleted from the website since this issue was brought to our attention.</p>	



<p>The panel accepted all our papers for the PCP meeting and CK has offered to speak at the panel away day on the running of the OPCC as there are new members which will require full understanding of the OPCC.</p> <ul style="list-style-type: none"> • Eastern Region Alliance Summit (7 force) <p>There will be a further ‘red lines’ meeting in the form of a workshop to establish what remaining areas could go through the 7 collaboration, we will be looking at scope and savings.</p> <ul style="list-style-type: none"> • Strategic Governance Board (ERSOU) <p>This item is to covered by Phil McCarthy in detail. However CK wanted to highlight the following actions:</p> <p>Action: CK to arrange to be with the PCC when she chairs a meeting like ERSOU to ensure no administrative issues.</p> <p>Action: All OPCC team members to ensure when items are embedded they can be opened by all, and that papers are well labelled so it is manageable for a Chair, as managing virtual meetings adds layers of complexities.</p> <ul style="list-style-type: none"> • Legislation, Publications, Consultation updates <p>CK explained that the OPCC have received the draft 2030 plan which replaces the 2025 vision. CK has been in consultation with the authors and rates its ambitions. CK would like it tabled at the BRM when the final version comes through.</p> <p>Action: MR to send the final 2030 vision to KB for BRM placement when it arrives electronically and KB to place on agenda at BRM.</p> <p>The national state of policing authored by the HMICFRS has been received today. CK and KB will be reviewing this fully.</p> <ul style="list-style-type: none"> • Business Continuity – any issues <p>CK stated that a matter has been brought to her attention through a peer, that there is a need to have corporate spaces available for conversations where individuals may not be happy to have them on video or audio in their home.</p> <p>This needs to be risk assessed and in line with government guidance, but I would like all managers to be conscious of any available alternatives to delivering conversations where it may be considered better done for that individual in a different environment to their home moving forward from this date.</p> <p>For example this still may be electronically but in 2 separate office spaces, or in a conference room. Each manager is asked to consider this to be an option where needed, but it is not enforceable and should be a safe option for both parties. Sometimes this will not always be possible where something requires more urgent attention but where it can be planned, it should be.</p>	<p>CK</p> <p>All</p> <p>MR/KB</p>
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CK shared with the team that September 7th, is the earliest date the OPCC will be able to return to the office, but she will keep the team well updated and work in consultation to everyone's needs as we progress towards this date.

- **Milestone Plan**

The Milestone Plan was presented to the Police and Crime Panel in early June. CK has allocated projects to achieve its ambitions and set timelines out, in line with the current pandemic and the need for the areas to be covered.

A core area is that in September we need to run a gap analysis exercise with Signpost to see where the last investment of CSF funds should be allocated, as this allow 6 months for the money to be spent by the organisations.

CK asked for all managers to go through the milestone plan with their direct reports, as we need to ensure that all team members are aware of the plan and that we complete it.

- **J.A.C / Strategic Risk Register**

The recent JAC noted the annual auditors statements, we had substantial assurance for commissioning with 2 low level actions and are still to hear officially for the governance audit, although CK has been informed informally it will be substantial assurance with possible 1 or 0 low level actions.

CK presented the risk register to the JAC panel in June, there was one significant area of movement – confidence in policing. CK and KB noted to the team that this was because of the national movement with Black Lives Matter. There are mitigations in place, for instance the engagement activity which will start next week with members of the public and the PCC, however CK and KB believed that the Strategic Risk would be impacted and would be increase.

CK explained the within the J.A.C meeting the SRR Policy was brought to the panel. Panel members have made comments surrounding this, and the CFO will be reviewing comments made and making final amendments to the policy.

The one to ones which are going to be completed between the PCC and members of the Public, will be minuted. CK has asked for VR to complete an Equality Impact Assessment for this activity and to establish pathways for safeguarding concerns raised and complaints. This engagement is not to be used as an investigative tool, it is for the PCC to listen to the public.

- **Office Performance**

CK explained that VR/KB and herself have been through the meeting planner for 2020/21 in great detail and urges everyone to ensure we keep on top of this level of administration as it will prevent further large-scale work. CK thanked everyone for their approach to covering agendas and minutes for meetings and stressed the importance of getting good governance correct at our level.

Managers



	<p>It will be important moving forward that all major works are well scheduled and kept at manageable loads so we can achieve year 5 and prepare for PCC Elections again. We will need to schedule in a refresh of the documents.</p> <p>CK asked for all team members not to book large scale projects or events in February and March as the focus at this time will be the elections.</p> <p>CK asked for all to ensure that work planners are continually updated, as the management team needs to ensure that they are able to get the most recent update if needed.</p> <p>CK explained that due to work which has had to be completed surrounding the admin functions of the office, this has led to the more quality assurance having to be completed by the management team, so that we are confident that tasks are being completed. So CK asked for the team to respond to requests from the management team asking for items of work as this is a direction from CK.</p> <p>CK explained that the work completed by VR/KB and herself also covered the diary sheets. These need to be reviewed by all and items added from your areas, as this has not been completed in great detail.</p> <p>Change in Agenda item due to PMc having Skype issues – CK asked for KB to go next.</p>	<p>All</p>
	<p>Transparency Manager</p> <ul style="list-style-type: none"> • FOI/DP requests <p>KB stated the Signpost Data Protection work continues. Both DPIAs (One and Two) have been completed and submitted to the Information Management Unit (IMU) to review. The IMU team have reviewed the DPIAs and requested for additional information to be submitted, this was completed and the OPCC is awaiting the final next steps to be sent through from the IMU team. This work continues and KB will be able to provide a full update surrounding this next month.</p> <p>CK explained to all that she just wanted to reiterate KB's point from last month, that FOIs are not solely her responsibility. If an FOI is received surrounding your area, it is your responsibility to liaise with KB on what action needs to be completed. It is not just for KB to complete, she will coordinate but you will provide the information on your areas, as she will not be aware of your areas in full detail. CK asked for everyone to note this.</p> <ul style="list-style-type: none"> • ICVs / Dogs <p>KB stated that ICV visits remain suspended at this time due to Covid-19. However KB explained that she attended a Skype Regional Managers Meeting on Wednesday 24 June 2020. All schemes within the region seem to be in the same position as Beds however looking at different options moving forward, i.e Virtual visits.</p> <p>KB detailed her meeting with the Chief Inspector continue to be completed on a weekly basis, covering all mandatory questions which have been asked by ICVA.</p>	



KB attended the Local Authorities meeting along with the Chief Inspector to discuss the Appropriate Adult (AA) provision in Bedfordshire. The Proposal for a 4 way split was not agreed. The Force have been requested to collate and collect further data to evidence the need for the AA pilot for vulnerable adults by the Local Authority and EDT.

KB stated she would be looking at an online meeting to be held for the ICVs, she has requested for CI Brammer to attend and he has expressed that he would love to attend and meet the ICVs and he has confirmed he will provide a custody update surrounding BAU and Covid-19. Dates to be reviewed and booked.

- **LQCs/Misconduct**

KB informed all team members that there has not been much movement in this area, however KB received an email on Monday explaining that a hearing which was postponed to August will be going ahead. It has been confirmed that the LQC and Independent Member were able to attend the new dates, so the OPCC did not have to arrange alternatives.

- **Complaints**

KB explained that a meeting was held between MR and herself to review dissatisfactions, how the OPCC acknowledge and explained to MR the new Review function coming under her.

KB stated that no reviews have been received from the 1st February until last week and now we have received three. Two of the reviews have been completed and they have not been upheld as KB found them to have been dealt with in a reasonable and proportionate manner. However KB is working through the third review received. This is an ERSOU complaint.

Discussions have been had between the Tri-Force OPCC offices and the Professional Standards Team and it has been agreed that complaints submitted against a collaborated function, the appropriate authority to submit a review is the Local Policing Body (OPCC) with be the OPCC of the Chief Constable that heads up that collaboration. An example of this is ERSOU is a collaborated function, however the Beds Chief Constable leads ERSOU so all reviews for ERSOU will have to be dealt with by the Beds OPCC.

KB explained that this discussion has been ongoing for a period of time surrounding reviews and the collaborated units, however the decision has been made by the IOPC after receiving independent legal advice. KB explained that the impact of this is unknown for the OPCC, however KB and CK will complete a review of this in 6 months/12 months.

KB explained to all that CC complaint has been received, however this has been referred to the IOPC, due to the Force receiving a complaint covering similar aspects, so in line with transparency the referral was made, the OPCC is awaiting outcome and the mode of investigation.

- **Decisions**



	<p>KB stated that no new decisions have been brought to her attention over the last month. KB reminded all staff to make KB aware if any decisions are made within meetings for appears to be drafted and signed by the Commissioner.</p> <ul style="list-style-type: none"> Website Compliance – Specified Information Order <p>KB explained the accessibility work continues, KB completed the proposal, which was sent to CK. CK needs to present to the PCC - awaiting decision.</p> <ul style="list-style-type: none"> Audits <p>KB explained that it is a great outcome for the Governance Audit, however it has not been communicated on the final outcome yet, only informally.</p> <p>Currently the VERU Audit is live and auditor is working through this with the VERU lead and team.</p> <ul style="list-style-type: none"> Policy Review <p>KB explained that the policy review has been completed with 2 policies awaiting final sign off from CK. KB has set time in CK diary to review policies and authorise tomorrow. KB explained the next review has to take place in September on all Data Protection policies as they were last reviewed in Sept 2019 prior to the ICO audit.</p>	
	<p>Project Manager Policing and Contact</p> <ul style="list-style-type: none"> Direction <p>PMc explained he held a catch up meeting with Stuart and Neil from Direction. They have been asked by Central Beds through the Direction directory of services to provide a conduit to support a younger cohort of offenders and introduce them to other support organisations.</p> <p>PMC stated this is still being finalised as OPCC have funded Direction for Bedfordshire and we are ensuring any addition duties does not eradicate that focus on our objectives which the OPCC are asking them to complete. An assessment needs to be completed if Direction are able to cope with this additional demand/request, the funding from Central beds comes with additional staff.</p> <p>Digital network forums for organisations chaired by YouTurn continue, with the aim to talk to each other and establish mutual benefits in these trying times.</p> <p>Discussions were surrounding work which could be completed around Veterans as there has been pathways highlighted for these individuals I.E Mental Health, Drug abuse and Homelessness.</p> <p>CK stated she wanted to shared something with the entire team that she wished for an assessment to take place to highlight services which are not there at present. For example the OPCC to look at investing money in services for Drug recovery.</p>	



AB stated that a piece of work has been completed and a meeting has been put in CK diary to talk through the document and needs assessment completed. CK stated that she sets the direction and the commissioning team then completes the research into this. CK has only set the direction today, so work needs to be completed around this. AB stated work has been completed and she will talk her through this next week.

CK asked PMc to give an estates update to the team.

PMc explained there has been quite a lot of movement in estates especially the new Custody block at HQ. Work on the new Custody block has started this week, there will be weekly changes to car parking facilities as the new road and additional access off of the main road commences. This is another reason why Working from Home is being utilised on top of the COVID -19 restrictions, as there is a dire need to reduce the cars in the main car parks. Eventually Bridgebury House car park will be lost.

PMc also gave an update on the plan to replace Luton HQ windows. PMc informed CK that there is a 43 week plan/program surrounding this. This is a necessity, however is a big cost.

PMc explained that he is also working with the Force on plans about the decommissioning/demolishing of Greyfriars Police Station in Bedford Town Centre. He is reviewing all the different plans and looking at the different options with partners.

PMc raised to CK that during BCCIB catering and the canteen was raised. PMc stated he will need to have a meeting outside of BRM with CK to discuss options. CK explained that this was raised at a previous Strategic Board, the PCC and OPCC do want to get involved in this as this all encompassing estates, the PCC wants to make decisions on the catering company. CK asked PMc to link with GHR in exec as he was tasked to finish outstanding work and to explain to him that the OPCC has to be involved in decisions made. It was also confirmed for PMc to Link with Michelle Leggetter surrounding this.

PMc

- **SARC**

PMc stated there are no real issues concerning the SARC as a building. Numbers are slowly rising indicating a release of lockdown condition may lead to a big surge of referrals or reports to the police. All parties continue to provide very positive feedback on the site.

PMc explained that a time has gone on it has been highlighted that certain items of furniture are not required in the SARC and estates will be going to pick this up from the SARC, however PMc asked where this would be stored.

CK asked PMc what items is he talking about. PMc stated chairs which are not required from the SARC. CK stated if it is only a few chairs they can be stored in the OPCC office, as we can use them when another breathing space room is completed.

- **ISVA**

PMc received a report from Bernii Francis who was commissioned by OPCC to review and provide clarity over ISVA situation during the transition phase. The report contained recommendations which were already incorporated into the specification and tendering process. However other aspects of the report (DA links to Sex offences) could be further developed and provide clear scope for a more holistic approach to Victim care and support after such events.

MoJ ISVA additional funds – in February the OPCC put an application in for additional funds for ISVA but were not successful, however we have recently been advised to review our application (which was strong) and advised if we still needed the funding to confirm the application was still up to date, which we did, the OPCC are awaiting a reply concerning this.

- **Domestic Abuse**

PMc stated that we have a success in this area that the DA pathway has been agreed and accepted. CK asked whether or not this incorporated her changes and aspects needing to be added. PMc confirmed that the finer details are being worked through this afternoon.

CK wanted to ensure that within the pathway it is clear what happens if CAVA require support. An example of this was CK receiving a phone call on a Friday evening surrounding a DA victim and CK having to assist CAVA with rehousing the victim. So this needs to be clear moving forward.

PMc stated the OPCC are working closely to DA partners to ensure the pathways are suitable and OPCC has a voice on the decisions and actions that occur with these partners. The weekly practitioners meeting is attended by PMc and AB and the strategic level meeting is attended by the Chief Exec CK.

PMc explained that there are further meetings between Reactive8 and YMCA detailing pathways needing to take place.

PMc explained as part of the PCC funded emergency accommodation, 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.

PCCs have received direct funding streams to support organisations providing DA support.

- **VERU**

PMc explained that VERU and Surge funding applications have merged this year and the Force has been successful for year two funding. VERU funding has been divided into Community based initiatives both with CSP's and local organisations

VERU Governance Board has taken place. Only one issue concerning a funded bid which Ch. Exec and AB are working on. Quarter 1 Pre meet has happened and



	<p>Finance and VERU will complete papers by 6th July for CK to review ahead of 14th submission deadline.</p> <p>Town Council successful applicants to the VERU have also been informed of their applications to safer spaces.</p> <p>SURGE will tackle operational projects to enforce against serious violence – BOSON related incidents etc and will be a formalised plan of action as well as enhancing services such as Forensics (Fast tracking exhibits, high vis patrols in targeted and intelligence led areas)</p> <p>VERU and Surge form part of the overall Serious Violence meeting OPCC has a seat on chaired by ACC Sharn BASRA (Monthly meetings).</p> <p>Safer Streets Bid - Expecting formal notification in July as to how successful or not we have been in the bids for up to £500k.</p> <p>PMc stated that there has been updates in BCCIB. A lot of the projects Force wide have stalled due to Covid-19 but the Evolution plan / board are now reviewing how the Force can work following the pandemic.</p> <p>There have been some notable issues surrounding continued use of working from home, meeting and structure of meetings and IT are some of the major issues being reviewed for the future.</p> <p>Priority Based Budgeting phase 3 is in the pipeline with both Force and JPS looking to make efficiency savings, however COVID-19 has had impact on monies that were to be saved and positions being moved on Phase 1 and 2 of PBB. CREST – a project management company – working alongside SSID to project demand on police service 2012-2023.</p>	
	<p>Victim Care</p> <p>Signpost:</p> <ul style="list-style-type: none"> • Performance – Qualitative and quantitative <p>SP explained that performance is at a level where I would expect it to be, but referrals are starting to increase, so I will be working hard with the team to sustain the levels we are at currently.</p> <p>SP has identified a back log in the non-referral email and letters that we send, as we currently have a team member on slightly restricted duties they will be working on this back log to rectify.</p> <p>SP confirmed he now has access to case tracker and has highlighted he requires some more training on the system, he is now able to watch what level the VCC's are working at in relation to caseloads. SP stated he is mindful that with abstractions the performance level can drop, he is currently looking at the minimum levels of staff needed to be on duty to maintain the levels he feels we need to be at, SP stated he will be able to provide a further update at the next BRM.</p>	



The team seem happy with regards to working from home, and he has recently authorised an hours lunch break for all Signpost staff, this is alongside the regular screen breaks they have. This has gone down well with the team and moral is high.

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

SP explained the main issue is staffing levels over the next month. SP will see how the referrals are handled, this will give him a better idea of how the supervisors handle referrals with less staff, and how this will then be handled going forward.

SP has also identified that Action Fraud referrals are on a back log, this is something he has come aware of in the last week. He has been informed that his predecessors have said that just a letter to Action Fraud victims would suffice. He was asked the question by the team if a letter would be ok to send, but he explained why this was not appropriate, and the back log is now being worked on and is now at an acceptable level. SP stated that victims of fraud need to receive a phone call not a letter.

There have been ongoing issues surrounding DA, and how DA victim support is advertised by the Police and Partners. The Signpost Team and SP take DA very seriously and therefore he is looking at ways we can help improve these issues, this may result in having specialised team members to only deal with DA matters.

SP has reached out to the current volunteers in an attempt to get them re-engaged with Signpost. There are currently 5 volunteers, and SP has spoken at length with individuals and other meetings have been set up to be completed. After reassuring some of the volunteers regarding SP's vision for volunteers they have now re-engaged with Signpost and are now helping with victim referrals, which is fantastic news as they bring such a wealth of experience.

SP stated he has built a good relationship with Wendy Bird from CIP. Discussions have been had surrounding the number of potential volunteers that want to volunteer post Covid-19. Wendy has identified 10 possible candidates and will engage with them and pass any details onto SP regarding possible interviews.

SP stated a target figure for volunteers, set by CK is 25. SP's vision is for the volunteers to be trained to the same level or as close to, a Victim Care Co-ordinator, and be able to use the Hub, and work alongside the team.

SP is aware that this may not be possible for every volunteer to do this and will depend on the level they want to work at and the time they can offer Signpost. Moving forward the benefits of having volunteers working alongside us is huge and SP will look to utilise their skills where appropriate.

- **Communication plans to share**

SP has advertised for a new Victim Care Supervisor, and within the next few weeks he will also advertise for a Victim Care Co-ordinator (secondment to cover maternity) Moving forward we are looking at the possibility of creating a new role within Signpost to cover all aspects of DA, discussions are ongoing around this

- **Bedfordshire Police Partnership Trust:**



	<ul style="list-style-type: none"> • Performance – Qualitative and quantitative <p>The Bobby Scheme is not running at present due to Covid19. The team are providing telephone support to victims if required. SP will be looking at better ways of utilising their time.</p> <ul style="list-style-type: none"> • New elements to log (issues or success) <p>Funding has been secured for ‘security packs’ these packs include ring door bells, food vouchers, clothing voucher and phone just to name a few. The pack are designed to help victims fleeing their homes to have access to every day essentials.</p> <ul style="list-style-type: none"> • Communication plans to share <p>The idea of having another team member for the Bobby Scheme is being discussed and suitable candidates are being sort. Moving forward this will help deliver a more efficient service to the community and bring reassurance to victims.</p> <p>Victim Care:</p> <ul style="list-style-type: none"> • Partnerships <p>SP explained that we have welcomed Change Ur Life as a new partner, Signpost are now referring victims to the organisation. Change Ur Life will be helping victims of domestic violence, this help ranges from verbal advice to helping with Non Molestation Order and preparing for court appearances.</p> <p>Their website is up and running and soon the 1-2-1 chat will be online. Once back in the Hub Juliet and Mikey (Change Ur Life) will be hopefully based within the Hub so we can provide support to them in making Change Ur Life a success.</p> <p>SP confirmed to CK that all numbers have been tested before making referrals and the website is functioning.</p> <p>CK asked for a narrative/short paragraph to be drafted surrounding the Signpost performance.</p>	SP
	<p>Delivery Manager</p> <ul style="list-style-type: none"> • Overall team performance: <p>VR stated there has been many successes of previous month. The Successes include:</p> <ul style="list-style-type: none"> • New grant funding applied for and achieved and new funds identified to bid into. • Commissioning timeline for the main funds - PCC final sign off • Signpost now part of the OPCC family. Thank you to SP for communicating with and supporting his team through the last few weeks to get to this point. 	



Yesterday's meeting was testimony to the commitment of CK, SP and the rest of the team to the transitioning of Signpost and the Bedfordshire Police Partnership Trust

- Setting up bi-weekly Managers' meetings which gives us, PMc, KB, SP and VR the chance to look more broadly at the ways in which work streams interlink with each other. It is also for VR and for SP to have a chance to become more familiar with projects and processes.
- Identifying new partners and pathways to support victims of crime and building relationships e.g. Change Ur Life.
- DA pathway finally signed off with partners following a protracted process.
- Organising the 100 conversations for the PCC which are to commence next week and through using existing network of contacts reaching hard to reach groups, e.g young people.
- Successfully implementing EventBrite as booking gateway.
- The EIA and Safeguarding pathways are being established and remain an urgent task for me.
- Collaborative across team working to plan approach to digital compliance (accessibility requirements for public sector bodies)
- Comms schedule updated (ongoing) to reflect business focus and tying in where necessary with Corporate Communications

Areas for improvement or issues to go through from previous month

- There have been pinch points over the last month where deadlines have conflicted. The area's most at risk of tight response times are Commissioning and where priorities shift in terms of the Comms focus.
- The OPCC missed an opportunity to bid into a process because the dates were misunderstood, this is why it is very important to capture dates and record on diary pages
- The OPCC have had to engage in redoing a lot of administrative work to get us back to a good place, so if I ask to see work please know this is because CK has asked that we do not get in a position again where a colleague has said things have been completed, but they have not been and it has therefore caused additional work for others. This is how we can avoid too much TOIL being built up for some.

VR stated as we move to post lockdown and as emergency funding scaled back from the MoJ, Home Office etc I envisage fewer urgent commissioning turn around requests.

VR explained there have been questions raised as to how much of the VERU processes the OPCC own. Having sought clarification VR would like it noted within the minutes, that the work which has come in to the team is as per our planned and documented approach. The OPCC is only doing what the OPCC should be doing. Now the commissioning processes concluded, our role is that of governance oversight of the VERU through weekly catch up and quarterly return meetings. These should now all be set up and filed in the VERU Year 2 folder.

Goals and priorities for the next month



	<p>VR asked for the team to get into the habit to prioritise effectively. An example of this is do those emails which have just been received, need checking right now that I am in the middle of research, writing a report? VR stated she finds email a distraction at times.</p> <p>VR asked for first line managers to ensure that an ongoing programme of 1-2-1s for the whole team is set up. One to ones should not be a 10 minute conversation, they should be meaningful and a minimum of 30 minutes.</p> <p>Team Updates</p> <p>Annual Leave – VR asked for the team to please speak to Managers in advance of booking leave so that we can ensure that during the Summer Holidays we are covered</p> <p>TOIL – VR stated that she is aware that at Team Meetings she has spoken about taking TOIL and getting it signed off during these Covid-19 working from home days. As far as possible at the moment we should not be accruing TOIL unless under exceptional and agreed circumstances.</p>	VR/SP/PMc
	<p>Commissioning Officer</p> <ul style="list-style-type: none"> • Open Bids update <p>AB explained that there are no current open bids. Ab updated the team that all contracts have been issued to the allocated organisations.</p> <ul style="list-style-type: none"> • MOJ Returns or announcements <p>MOJ demand report has been submitted – this needs to be completed on a monthly basis for the additional funding.</p> <p>MOJ half year returns to be completed by the End of October 2020. The MOJ Extraordinary Fund does not to be completed yet either.</p> <ul style="list-style-type: none"> • New funds available <p>Child Sexual Abuse - AB explained that her and SP have met to discuss the bid and process. SP will be leading on this bid with AB supporting. An additional meeting has been set for the 9th July 2020. AB informed all that the Funding applications close on 12th August. AB confirmed that the OPCC can only submit one bid, however can support partners with additional bids however cannot lead.</p> <p>AB informed that the 'Statement of Outcomes 2020-22' publication of the government's CSA Strategy is delayed due to COVID-19.</p> <p>CK asked AB if time has been factored into her diary to ensure the bid can be reviewed by her before submission. AB stated she would do this. CK stated she has held the 13th at 1pm for this to be completed.</p> <ul style="list-style-type: none"> • Partnership engagements any issues or successes 	



	<p>Video Fund review – AB explained that partners have until end of the week to provide reports, so she will be able to update the team if there are any issues in our daily calls. AB stated she will be building engagement figures within the reports to show how many individuals we have reached through the Videos.</p>	
	<p>Communications Officer</p> <p>GF confirmed that the press releases for the comms schedule were all in hand with no concerns. GF stated that there are no gaps until August, so will be working on filling these gaps.</p> <p>GF stated that the uptake in YouTube subscribers and views is going well, we are also linking in with contributors' accounts to reach their followers. GF believes more targeted posts on types of activities need to be completed. GF stated we need to ensure engagement is boosted, previously adverts on social media were put out to target specific audiences (i.e specific age range) – this may have to be considered moving forward. CK asked GF to inform her if this is needed and it can be discussed.</p> <p>CK asked if GF has linked with the schools/school liaison Richard Denton surrounding this. GF stated she has emailed, however has not received anything back. VR stated she could link with old contacts in school, if CK wishes for her to do so, to share the links. CK agreed to this approach.</p> <p>GF stated she had been working with KB on the website accessibility project. She is aware that a proposal ha been submitted to CK for review.</p> <p>GF suggested to CK that the size of the newsletters is now reduced as the last newsletter which was sent out was 20+ pages. Discussions were surrounding this. CK agreed that press releases within the newsletter needs to be a paragraph and a link to the full release.</p> <p>GF brought a press release to the attention of the Chief Exec, a quote from the PCC has been requested. CK requested for GF to forward to CK to decide on response. (Luton FC Press Release)</p> <p>GF explained that a handover from Corporate Comms is still required now that Signpost now sits under the OPCC, SP asked for GF to link with 'Sonja' in Signpost as she has been doing some wok with Twitter.</p> <p>GF explained the Plan for next 6 months –</p> <p>Between now and the end of 2020, it is difficult to foresee the position we will be in with regards to life going back to normal. It seems likely that local lockdowns will be a big part on the next six months as a way of managing the virus based on geographical spikes.</p> <p>With that in mind, here are the proposed areas I feel would be valuable to focus on with releases and social media:</p>	<p>VR</p> <p>GF</p> <p>GF</p>



	<ol style="list-style-type: none"> 1. Public health guidance – working with out partners (Bedfordshire Police, CCGs and local authorities on targeted and impactful messaging. 2. Care for victims – promoting services available and the ability to access them remotely. Specifically, Signpost. 3. Working closely with the services the OPCC commissions to highlight the work they are doing, any successes and promote money well spent. 4. Where possible join in on campaigns with Bedfordshire Police and VERU. 5. Protect the protectors – championing key workers. 6. Transparency and scrutiny – Who we are working with to uphold this. ICV, Stop & Search 7. Commissioning process in Oct 2020 8. What the PCC/ OPCC do for Bedfordshire <p>CK liked that GF had been looking into this and would like a further discussion surrounding this.</p> <p>CK stated throughout this time we have shown great evidence of what services we have and how these relationships have worked – agencies talking to other agencies – we could focus on how we wide spread this work.</p> <p>GF stated she had completed the Website review and have found the following which needs to be updated:</p> <ul style="list-style-type: none"> • Strat Minutes need adding to the website – KB stated she will be doing this soon, as PCC made amendments last week and they just need uploading. • Beds Youth Council Page – needs updating by ZF • Funding Pages – surrounding the additional funds received – Summary of each is need – CK gave an example – GF to complete 	
	<p>Events/Engagement Officer</p> <ul style="list-style-type: none"> • 100 Conversations <p>ZF explained that emails have been sent out to all commissioned services, requesting for the services to send invite out to all communities. The invite has also been forwarded the community cohesion team to send out. ZF to send invite to OPCC for OPCC to share with partners and individuals which may have some interest.</p> <p>ZF stated the Twitter engagement event went really well, would the PCC like to do the event again? CK to raise to PCC. CK stated she would speak to her on Monday. ZF stated partners are willing to be included again. ZF stated she believes we need to plan more in advance next time so as to be able to advertise earlier</p>	<p>CK</p>



	<ul style="list-style-type: none"> • Beds Police Partnership Trust Communications <p>Website Accessibility is currently being worked through between KB/GF/ZF.</p> <ul style="list-style-type: none"> • Youtube <p>There were concerns surrounding ONE YMCA and video submissions. There has been a back log for 5 weeks back log due to them being sent via 'Google Drive'. ZF confirmed that they are all now on YouTube. CK asked for AB/ZF to monitor this.</p> <p>ZF stated that feedback has been great surrounding the cookery videos and boxing. ZF stated that she has noticed that the boxing tutorials are completing half tutorials and half interviews of boxers. They are being well received. CK asked for ZF to make contact for the names of the individuals and ask whether or not they agree whether with the direction of the contract.</p> <p>CK asked GF to see whether or not the OPCC can link with other websites or individuals for messages for young people.</p> <p>Discussions were had surrounding social media and the OPCC following individuals. The decision has been made that if the OPCC become aware of candidates within the election to ensure their posts are being monitored, the OPCC are to follow and monitor and escalate any concerns. Discussions were also had around PCP members on twitter and whether it is appropriate for OPCC to follow. KB to review this aspect when reviewing the Comms Strategy along with APCC guidance.</p> <p>ZF stated that OPCC members and the exec have been asked to hold the date for the 20th March for the Beds Covid-19 Heroes event.</p> <p>ZF informed all that she is continually working with Silver Cell Wellbeing Team</p>	<p>AB/ZF</p> <p>ZF</p> <p>GF</p> <p>KB</p>												
	<p>Contacts Officer</p> <p>MR stated there were some items which she required an update for:</p> <table border="1" data-bbox="197 1496 1307 2018"> <thead> <tr> <th>From</th> <th>Topic / Reference</th> <th>Date rec'd</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>HMIC</td> <td>HMICFRS's policing inspection programme and framework 2020/21: for consultation</td> <td>06/03</td> <td>Deadline extended indefinitely on 23/03</td> </tr> <tr> <td></td> <td>Use of car park at County hall</td> <td>21/02</td> <td>PMc sent holding response PMc response 24/03</td> </tr> </tbody> </table>	From	Topic / Reference	Date rec'd	Deadline	HMIC	HMICFRS's policing inspection programme and framework 2020/21: for consultation	06/03	Deadline extended indefinitely on 23/03		Use of car park at County hall	21/02	PMc sent holding response PMc response 24/03	
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	the permanent number of police officers in the CT for Leighton Buzzard was within the last year?	01/06	Holding response sent by CK 02/06 chased 26/06	
APCC	GR 86/2020: CONSULTATION ON A DRAFT APCC BUSINESS PLAN 2020-22	08/06	Deadline extended to 24/06 – was a response sent?	
APCC	GR 93/2020 – views on Home Office special grant review	26/06	Deadline 01/07	
APCC	Funding Special Constables and membership of the Police Federation - views	17/06	Deadline 01/07	
	Resident Judge at Luton Crown Court since August last year	23/06	Requesting a mtg	
<p>CK noted all.</p> <p>MR informed all that a voicemail log has been drafted to keep on top of any voicemails which have been left.</p> <p>MRs work continues with meeting spreadsheet and contacts spreadsheet.</p> <p>CK asked for AB to Azalea to the contact spreadsheet.</p>				AB
<p>AOB</p> <p>ZF raised that when she attended HQ there was post in CK office. CK confirmed this will be collected this week.</p> <p>CK informed all that she will be attending IAG meetings to offer them assurance and build relationships.</p> <p>Nothing further raised – meeting concluded 16:48hrs.</p>				