

Bedfordshire Board Meeting
Conference Room 1, Kempston Police Headquarters
Monday 6th November

Attendees:

Kathryn Holloway, Police and Crime Commissioner (Chair)
 Bethan West, OPCC, Director of Victim Services and Commissioning
 Adrian Foster, Chief Crown Prosecutor, CPS Thames & Chiltern
 Suzanne Gadd, Justice Clerk, HMCTS
 Sheila Forder, VARAC
 Gary Forsyth, Deputy Chief Constable, Bedfordshire Constabulary
 Russell Waterston, Superintendent, BCH Criminal Justice & Custody
 David Williams, Contract Manager, LAA
 Marianne Vits, Strategic Business Co-Ordinator, BCH CJB
 Dominic Baker, Deputy Strategic Business Co-Ordinator, BCH CJB
 Jim Binyon, Performance Analyst, BCH CJB
 Beverley Brooks, PA to BCH CJB

Apologies:

Julie Maddocks, OPCC
 Marc Hodges, Project Manager, OPCC
 Jim Binyon, Performance Office, BCH CJB
 Howard Chapman, Legal Aid Contract Manager
 Ruth Bowskill, Deputy Chief Crown Prosecutor
 Shirley Meehan, Area Manager Citizens Advice, Witness Service
 David Collins, Luton YOS Service Manager
 Marcel Coiffait, Chief Executive, CSP Representative
 Alison Harding, Head of NPS, Bedfordshire
 Nathan Briant, Head of Custody and Criminal Justice, BCH
 Sharn Basra, Temporary Head of Crime & Public Protection
 Jeannine North, HMCTS
 Pat Jennings, YOS
 Amanda Geraghty, Acting Deputy Director, BeNCH CRC

PART 2 ~ CLOSED

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NO	TITLE	MINUTES	ACTIONS
1.	Welcomes and Apologies	<p>The Chair welcomed everyone to the meeting. Apologies received were conveyed.</p> <p>Action – BB to invite Sharn Basra to future meetings</p>	Beverley Brooks

2.	Minutes from 4 th September	Corrections were made and signed off by the Board.	
3.	Matters Arising	<p>Action – bring back to future boards how the provision of foster carers within custody are being improved – this is to be monitored</p> <p>Congratulations to be given to Corina in her continued work with housing of youths in custody.</p> <p>Action – BW to put MOJ into contact with SF regarding VARAC</p> <p>Action – GF to be informed of the reasons why officers are not attending court</p>	<p>Bethan West</p> <p>Gary Forsyth</p>
4.	File Quality	<p>A document on File Quality was circulated to members.</p> <p>Action – GF & RW to review the best way to ensure Victims Personal Statements are taken and passed to the correct partners</p> <p>Action – RW to share the escalation process for the failure of shared paperwork from officers – AOJ</p> <p>There is currently a review of a new process being put into place to identify what individuals/shifts are the constant “repeat offenders” with files.</p> <p>Action – RW to review the current process for file quality</p> <p>Action – DB to bring back the current assessment taking place regarding the impact on V&Ws – March meeting</p>	<p>Gary Forsyth & Russell Waterston</p> <p>Russell Waterston</p> <p>Russell Waterston</p> <p>Dom Baker</p>
5.	AOJ - Collaboration	A document on AoJ / Collaboration was circulated to members.	
6.	Victims & Witnesses Group	<p>The previous Victims and Witnesses minutes were circulated to members.</p> <p>Vic hub is moving forward.</p> <p>Hate crime event was held and the feedback received showed it went well.</p> <p>AF explained that he had attended the meeting and he was impressed and re-iterated that it was a useful event.</p>	

		<p>There have been challenges around the mental health triage but they are being resolved.</p> <p><u>Unseen</u> Lila has given an update on this new organisation – she is now a member on the V&W group.</p> <p>Marie Collins survey went out to members. The response has been impressive and the NHS were pleased with the information received. The safeguarding group have decided to set up a technology and safeguarding group which starts this week. The MOJ have set up “terrorism pathways pilot” approached Bedfordshire requesting that they take part.</p> <p>The official launch for the victims’ hub website will be taking place – this will be circulated and the OPCC welcome any comments.</p> <p>Action – NHS to be chased and invited to the group</p>	Marianne Vits
7.	Reducing Re-Offending Group	<p>The previous Reducing Re-Offending minutes were circulated to members.</p> <p><u>IOM</u> There is a drop in the funding for this financial year – working with them for the EMM Bid – initiative through the ICE</p> <p><u>Prison Visit</u> HMP Bedford are keen to work with the OPCC on different events taking place</p> <p><u>Youth Violence</u> Part funding has come through – exec SPOCS have been identified across the county – report to be returned by the end of January</p> <p><u>Regarding the rebranding of IOM</u> The Board wished to make it clear that they would not support rebranding of IOM when there are other areas of the scheme which could benefit from this funding.</p> <p>Action – the position of the Board on rebranding to</p>	

		go back to IOM - BW	Bethan West
8.	Performance Data	<p>5 quarters will be on the report for the next Board so the past year can be reviewed. There is a back-log of cases across BCH – overtime is being approved to ensure this back-log is cleared.</p> <p>Action – RW to feedback on the backlog/staffing need within AOJ - PCRs</p> <p>The full Performance Data document was discussed amongst members.</p> <p>Action – if nothing has been put out regarding PCRs GF to send out a reminder to officers regarding these cases</p> <p>Action – RW to find what is causing the the delay in issuing Postal Recs</p> <p>There was an agreement that a renewed vigour would be taken to improve the File Quality. A piece of work needs to be done to find which department would be responsible for victim referrals.</p> <p>Action – BW to take this to the V&W group – is there a need for scrutiny of cases?</p>	<p>Russell Waterston</p> <p>Gary Forsyth</p> <p>Russell Waterston</p> <p>Bethan West</p>
9.	Funding Opportunities	The OPCC Funding Grant paper was circulated.	
10.	Virtual Court and Live Link	No further update	
11.	Operational Update	Operational updates from BeNCH and HMCTS were circulated to the group.	
12.	Correspondence	No correspondence received.	
13.	A.O.B	<p><u>Governance</u> There is a new Programme and Performance Management Group (PPMG) which has been started in Herts. This group sits under the Board but above other groups. BW agreed to attend a Thames Valley PPMG to review and speak with Amie Birkhamshaw regarding the group being a Bedfordshire and Hertfordshire group.</p> <p>MOJ are reviewing the outputs and outcomes Beds. In the new financial year there will be financial</p>	

		<p>audits for funded parties. The OPCC do not pay the funding for each independent evaluation which therefor means that all funded parties are being externally evaluated.</p> <p><u>Appropriate adults</u> The University of Sunderland showed a scheme at a recent conference which encourages all of their students to apply to become an appropriate adult for custody.</p> <p>Action – Anna Akerman will be tasked with reviewing the University of Sunderland Appropriate Adult Scheme – feedback findings to the Board and link with GF</p>	Anna Akerman
14.	Date of Next Meeting	Tuesday 16 th January 2018, Kempston HQ, Conference Room 1	