

Bedfordshire Board Meeting
Conference Room 1, Kempston Police Headquarters
Tuesday 16th January 2018

Present:

Kathryn Holloway, Police and Crime Commissioner (Chair)
 Shirley Meehan, Area Manager Citizens Advice, Witness Service
 Adrian Foster, Chief Crown Prosecutor, CPS Thames & Chiltern
 Mike Marren, Head of CJ and Custody, BCH
 Alison Hancock, Director of BeNCH CRC
 Gary Forsyth, Deputy Chief Constable, Bedfordshire Constabulary
 David Collins, Youth Justice Strategic Manager, Luton YOS

Attendees:

Bethan West, OPCC, Head of Victim Service and Community Safety Grants
 Clare Kelly, OPCC, Chief of Staff
 Sheila Forder, VARAC

Support Team:

Marianne Vits, Strategic Business Co-Ordinator, BCH CJB
 Dominic Baker, Deputy Strategic Business Co-Ordinator, BCH CJB
 Beverley Brooks, PA to BCH CJB

Apologies:

David Williams, Contract Manager, LAA
 Suzanne Gadd, Clerk to the Justice, HMCTS
 Julie Maddocks, OPCC
 Marc Hodges, Project Manager, OPCC
 Jim Binyon, Performance Office, BCH CJB
 Marcel Coiffait, Chief Executive, CSP Representative
 Alison Harding, Head of NPS, Bedfordshire
 Pat Jennings, YOS
 Amanda Geraghty, Acting Deputy Director, BeNCH CRC
 Doug de St Aubin, BeNCH CRC

PART 2 ~ CLOSED

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NO	TITLE	MINUTES	ACTIONS
1.	Welcomes and Apologies	The Chair welcomed members to the meeting. Apologies received were conveyed.	
2.	Minutes from 6 th	Previous minutes were agreed.	

	November 2017	<p>Action – GF to feedback in regards to juveniles in custody</p> <p>NHS had contacted by the OPCC regarding their interest in attending strategic meetings.</p> <p>Action – It was agreed that BW & AA to make contact with the Health and Wellbeing board to establish links between that board and the BCJB</p> <p>Action – has there been a fall in PCRS? – GF & MM</p>	<p>Gary Forsyth</p> <p>Bethan West & Anna Akerman</p> <p>Gary Forsyth & Mike Marren</p>
3.	Matters Arising	See action list.	
4.	OPCC Partnership Day	<p>A “Signpost” website had been created to assist V&Ws in reporting crimes as well as giving the support to those who do not wish to report a crime. This site also informs the V&Ws of the steps taken during an investigation as well as the support that is available for them dependant on the crime committed.</p> <p>130 people were in attendance during the day; this was to ensure that all partners were made aware of the site, how it works as well as to get their feedback to ensure that nothing had being missed.</p> <p>A year ago the first partnership day held; one of the requests from this event was a single referral form. Although this seemed simple it proved more complicated. What is hoped for from the OPCC is that the single referral form will be completed within the next 12 months.</p> <p>YouTurn Futures have created an offender site; this had been linked to the Signpost site.</p> <p>KH did not wish to re-invent the wheel and was happy to invest in and support a number of existing programmes; this included the YouTurn Futures directory of offender services.</p> <p>BW had received an email from the MoJ with a list of services which could be invested in for Victims. She suggested that an email is sent to the MoJ regarding a similar list for Offender services.</p> <p>Action – BW to find out if the MoJ have a list of</p>	<p>Bethan West</p>

		<p>Offender Services</p> <p>Action – BW to request the attendance of Stuart to give an update on YouTurn Futures offender service site</p>	Bethan West
5.	Agreement of ToR	Action – BB to circulate revised ToR for comment before March meeting	
6.	Op Qualis & AoJ Update	<p>Op Qualis was a gold group set up to review and improve file quality across BCH.</p> <p>There will be a tri-force action plan which will be driven by local leads – for Beds this will be Sharn Basra.</p> <ul style="list-style-type: none"> • disclosure and file quality training is currently taking place – from previous press releases there is going to be national file quality training terms released but BCH are not waiting and starting ASAP • aides memoire have been agreed and will be circulated ASAP • Postal Charge Requisitions and Supervisor reviews will be taking place at 100 days. <p>“Investigation Standards” meetings are taking place locally once a month with Chief Inspectors attending; the meeting which took place in December was dedicated to File Quality with feedback coming being gathered during the January meeting.</p> <p>There is currently a review of hiring a lawyer (paid time) for them to be consulted on certain matters around File Quality.</p> <p>The group was informed that with the changes taking place across BCH that there had been some gaps in case file quality. When these are reviewed if any mistakes are found the first notice will go to the officer in the case as well as their supervisor, if any future files fail it will escalate to DCS Basra.</p> <p>For this to work the lawyer in question would need to be recently retired and training would need to be supplied to keep them up-to-date on current requirements.</p>	

		<p>AF felt that there were still important materials and information being missed from a first file; this included key information such as previous convictions and full charges. It was also found that certain information which should have been removed was being sent to the defendant if CPS did not identify the information prior to sending. SB did not disagree with anything said by AF but informed the board that the revised training will ensure this information is fed back to officers. The training package which had been created had been agreed by CPS. CPS were also a member of the Op Qualis meetings.</p> <p>Athena is the joint IT platform being brought in during May which will link BCH as well as other counties to allow clear information sharing. Training was being supplied across the counties, starting with those who would be using it the most.</p> <p><i>Agenda – File Quality update</i></p>	Bev Brooks
7.	Reducing Re-Offending Group	<p>The previous Reducing Re-Offending minutes were circulated to members.</p> <p>An update was given on The Cambridgeshire harm Index (CHI) with an action for further information to be fed back at the next meeting.</p> <p>OPCC Funding Opportunities were discussed by the members; the university is being consulted regarding funding for a comparison and external evaluation scheme.</p> <p>The Lammy report was also discussed.</p> <p>Action – BW to speak with the Chief Constable regarding the Lammy Report</p> <p>Action – BW to bring an update on Cambridge Harm Index</p> <p><i>Agenda – Homelessness Reduction Act – update at the next meeting</i></p> <p>Housing First – Anna Ackerman attended a conference and found that this was expensive at the front end but was being reviewed due to the success</p>	<p>Bethan West</p> <p>Bethan West</p>

		<p>it had shown.</p> <p>A thank you was extended to Doug for all his work with building the group and working closely with the Board.</p> <p>A concern was raised amongst the partners regarding other counties buying property and moving their offenders into Bedfordshire and the lack of knowledge sharing associated with this.</p> <p>Action – all partners – ensure that the board is informed of any changes within the county –</p>	All
8.	Victims & Witness Group	The previous meeting was cancelled. The next meeting is on Thursday 18 th January	
9.	Performance Data	<p>The performance data was discussed amongst the members present</p> <p>Action – BW & MV to review similar areas regarding TSJ for best practice</p> <p>Action – how can Emerald within Beds be of assistance to the AOJ staff? BW & MV</p> <p>Action – what training do Witness Care receive to support DA cases? MV</p> <p>Action – include the figures for Hate Crime (not just percentages) – AF/JB</p> <p>HMP Bedford was fully re-opened and was in a stabilised position. The challenges previously brought to the group were improving as the staffing requirement was now full; the concern was the level of experience which is held within the prison. The prison was on a performance plan at the time of this meeting due to the level of self-harm and violence which recorded.</p> <p>A POCA report is being created by the PPMG group</p>	<p>Bethan West & Marianne Vits</p> <p>Bethan West & Marianne Vits</p> <p>Marianne Vits</p> <p>Adrian Foster & Jim Binyon</p>
10.	PPMG Update	<p>The agenda and minutes from the previous PPMG were circulated to members.</p> <p>It was agreed that Beds would take part in the PPMG</p>	

		– the Chief Executive will also attend	
11.	Virtual Court & Live Link	<p>A document on Virtual Court and Live Link was circulated to members.</p> <p>Action – MV & AH to discuss the use of LL/VC kits to prisons</p> <p><i>Agenda</i> – further update on staffing and progress at next meeting</p>	Marianne Vits & Alison Hancock
12.	Appropriate Adult Scheme (Sunderland)	<i>Agenda</i> – next meeting	
13.	7 Force Strategic Collaboration Policing & CJ	<p>Action – BB to circulate KPMG report</p> <p>March 2018 workshop – MV was organising this workshop with the other counties to arrange a workshop to discuss the 7 county regional plans. The 7 counties were awaiting the announcement of who will be the new lead for the convergence work.</p> <p><i>Agenda</i> – KPMG</p>	Beverley Brooks
14.	Correspondence	Action – what provision for mental health is available at different times of day?	Bethan West
15.	A.O.B	Pan Bedfordshire Drug and Alcohol plan – Public Health England report looking into engagement with community treatment services on release, the report showed that only 30% engaged from HMP Bedford.	
16.	Date of Next Meeting	Tuesday 20 th March 2018, 14.00 – 16.00, Kempston HQ, Conference Room 1	