



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

MONTHLY BUSINESS REVIEW MEETING

Tuesday 03 April 2018 at 10:00, Conference Room 2

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Katie Beaumont (KB), Nuala Goldsboro (NG), Marc Hodges (MH), Anna Akerman (AA), Pauline Gibbons (PG), Bethan West (BW),

Apologies: Julie Maddocks (JM), Phil Wells (PW), Grace Foster (GF), Samantha Denness (SD).

No.	Business Review Meeting	Actions
1.	CK welcomed all to the eighth Business Review Meeting (BRM). Minutes were agreed.	
2.	<p><u>Actions</u></p> <p><u>Actions from 15.08.2018</u> No outstanding actions</p> <p><u>Actions from 12/09/2017</u> 10. CK confirmed action as closed 12. CK confirmed action as closed 14. CK confirmed action as closed 21. GF explained to change the banner on website, there would be a 60 pound charge – JM to speak with CEO and feedback to the OPCC – Action discussed at the BRM on 06.02.2018 – JM to set up a meeting with Fluid to discuss revamp of website and signpost website. Latest update given 06.3.2018 this has not been completed as JM wants to discuss with Alan from Fluid – GF need to review pictures with the Commissioner. To remain open for Mays meeting</p> <p><u>Actions from 10/10/2017</u> 1. CK confirmed action as closed 8. CK confirmed action as closed 10. CK confirmed action as closed 29. Stepping Stones – Update needed from BW. Informed to leave open – April update needed. – update required in May meeting. The force needs to be spoken with on the 26th to reiterate to Force Exec – session needs to include Audrey. 32. Crime Prevention awareness – social media campaign A week highlighting which actions the Force takes for crime prevention. GF is currently working through this, collecting facts and figures from units – GF will be designing info graphics for social media. GF will be taking short videos or blogs</p>	<p align="center">JM/GF</p> <p align="center">BW</p> <p align="center">GF</p>



<p>and the themes are to be confirmed. On hold due to other events. Will look to find a more appropriate time. JM asked for this to remain on Action Log – JM tasked GF to look at a more appropriate time and to feed back. GF confirmed that this will be April time – will share findings at Comms Cell. Informed to leave open – April update needed.</p> <p>Update given in April – remain open – CK has asked GF to complete the schedule for comms themes and map out the rest of the year against the forces themes.</p>	<p>GF</p>
<p><u>Actions from 07/11/2017</u></p> <p>3. CK confirmed action as closed</p> <p>6. Roll Over – not complete - AA to complete a briefing for PCC and CC on House building, expansion planning and impact within Bedfordshire. Link into Strategic Partnership – BW and AA to have discussion out of BRM. Still on-going.</p>	<p>AA</p>
<p>Update given in April – Briefing is still to be completed – BW asked AA to consider the YOT, CK asked AA to consider architectural liaison work – PCC wants OPCC to liaise with Pete about the estates strategy – BW stated she would invite Peter Knowles to SARC planning meeting.</p>	<p>BW</p>
<p>7. CK confirmed action as closed</p> <p>8. HMIC hot de-brief following the October 2017 Effectiveness Re-visit and inspection – AA is completing the statutory response being completed – deadline 19 January. Feedback at next BRM if completed. - Next BRM – Table HMIC - AA short update piece to be given. HMIC still needs to be discussed at the next BRM in April – ran out of time in March’s meeting. Completed in March’s meeting.</p> <p>12. CK confirmed action as closed</p>	
<p><u>Actions 08/01/2018</u></p> <p>6. CK confirmed action as closed.</p> <p>9. Meeting was cancelled – new meeting to be set with CB – full review to take place in the future. Meeting set for 17 April 2018 to review the CS function fully. KB will update all and complete briefing when meeting has been completed. Meeting has been cancelled again and booked in for the 23 April 2018 – briefing to follow meeting – KB to discuss with AA.</p>	<p>CK/AA</p>
<p><u>Actions from 06/02/2018</u></p> <p>3. CK confirmed action as closed</p> <p>4. CK confirmed action as closed</p> <p>7. CK confirmed action as closed</p> <p>8. CK confirmed action as closed</p> <p>14. Decision needs to be drafted on precept - CK confirmed action as closed</p> <p>19. CK confirmed action as closed</p>	
<p><u>Actions from 06/03/2018</u></p> <p>1. CK confirmed action as closed</p> <p>2. CK confirmed action as closed</p> <p>3. CK confirmed action as closed</p> <p>4. CK confirmed action as closed</p>	



	<p>5. NG to go to Access control not enquiry office – Alliance meeting</p> <p>6. CK confirmed action as closed</p> <p>7. Athena Training – all to ensure they are enrolled onto the Athena training.</p> <p>8. CK confirmed action as closed</p> <p>9. CK confirmed action as closed</p> <p>10. CK confirmed action as closed</p> <p>11. Chief officer employment – AA to draft policy – AA to look at this.</p> <p>12. CK confirmed action as closed</p> <p>13. Requested more information from CK to the PCC request of oversight over misconduct and gross misconduct – clarified – KB to go back to PSD with request. – Complete – Closed.</p> <p>14. CK confirmed action as closed</p> <p>15. CK confirmed action as closed</p> <p>16. MH explained that he attended the CSP – Bedford – Review of the year and they wanted to move forward. They were talking about a ‘comms’ day to share comms/calenders and networking opportunity and this to be shared between all 3 CSPs. MH stated this may be a great opportunity for the PCC and JM to get involved in – this is to be explored – sit with John McKinney to explore.</p> <p>17. CK confirmed action as closed</p> <p>18. CK confirmed action as closed</p> <p>19. CK confirmed action as closed</p> <p>20. CK confirmed action as closed</p> <p>21. CK confirmed action as closed</p> <p>22. CK confirmed action as closed</p> <p>23. CK confirmed action as closed</p> <p>24. CK confirmed action as closed</p> <p>25. CK confirmed action as closed</p> <p>26. CK confirmed action as closed</p> <p>27. CK confirmed action as closed</p> <p>28. CK confirmed action as closed – logo is not being changed.</p> <p>29. CK confirmed action as closed</p> <p>30. CK confirmed action as closed</p>	<p>AA</p> <p>JM/CK</p>
<p>3.</p>	<p><u>Chief of Staff Update / Governance</u></p> <p>CK explained that last week was a massive week and we all achieved what we wanted to achieve and we should all be very proud.</p> <p>BW stated on reflection the actions that need to happen now following this round of commissioning is:</p> <p>Book rooms now for next year – the Force Exec Room would be better – however it cannot be used before 10am. MH stated that we could go off site however this would result in additional costs. MH stated that he has drafted a lessons learned document/ planning for next year. MH confirmed that the contract with Restorative Solutions will terminate at the start of May. With regard to Commissioning – if anyone has any concerns which have been noticed this year or any suggestions please email MH.</p> <p>CK explained that all of the OPCC should now be using GRS – to ensure all annual leave is logged and recorded correctly.</p>	<p>BW/MH</p> <p>All</p> <p>All</p>



- **Office Updates**

CK informed all that the Commissioning post will be being advertised internally and externally.

AA asked whether or not there is an update regarding the Force Liaison post which CK previously completed. A similar role is now being completed by 'Audrey Campbell'.

CK explained that the Hub Launch Event is this Thursday and wanted to ensure that everyone knows exactly what they need to do. There will be 40 people attending the launch – morning in the lecture theatre and then in the hub. We need contingency just in case more attendees arrive.

CK asked CP to print labels and to have spares just in case. Discussions were had about the full day regarding refreshments/surveys and presentations. CK asked CP to make that OCG boards are covered or removed – Boards were covered on the launch – no concerns.

- **Strategic Board**

Engagement pack was shared with Exec team – showing photos and description of all staff within the OPCC. CK stated we need to continue to build relationships and awareness of what the OPCC is doing.

Discussions were had surrounding the governance and meeting arrangements between the PCC and CC

- Monthly Business Meeting – CC and PCC (Exec also attends)
- PCC and CC – One to ones
- Continuous improvement – includes risk and review

Director to take it in turns to attend the exec meeting – BW to attend first.

BW suggested the full SMT attending the exec meeting – CK disagreed that this was not the right approach. This is an engagement tool and building relationships.

- **Police and Crime Panel**

Police and Crime panel is tonight – all papers have been submitted.

- **Eastern Region Alliance Summit (7 force)**

No update

- **Strategic Governance Board (JPS / ERSOU)**

No update

- **Legislation, Publications, Consultation updates**

No update

- **Business Continuity**

	<p>No issues</p> <ul style="list-style-type: none"> • Milestone Plan <p>Work is currently being completed on the annual plan – a session needs to be booked in against the actions – we need to complete against the Police and Crime Plan.</p> <p>The SRR has been updated – Risk Audit – no recommendations which is great and shows we are managing risk correctly and appropriately. The Joint Audit Committee is set up for the 30th March 2018 – PG is currently writing up the minutes – soon to be completed.</p>	<p>CK</p>
<p>4.</p>	<p>Chief Finance Officer Update (Quarterly)</p> <ul style="list-style-type: none"> • Publications • Finance Reports • Budget update <p>CFO not present at meeting – apologies received.</p>	
<p>5.</p>	<p>Policy Update</p> <ul style="list-style-type: none"> • Policy review <p>AA gave an update on the GDPR plan and gave an explanation to the work which has been completed by KB and herself regarding the changes in legislation on the 26th May 2018 – she informed everybody that it is not just the responsibility of AA and KB. It is everybody's responsibility and emails will follow with instructions which need to be completed.</p> <p>AA explained that she is currently reviewing the following processes due to GDPR:</p> <ul style="list-style-type: none"> ➤ Records and Retention Policy ➤ GDPR Policy ➤ Data Breach Management Policy/Plan ➤ FOI/DP current policy ➤ DP Officer ➤ Information sharing agreements ➤ Email – egress usage ➤ Data Asset register ➤ Automatic responses to all – will feedback at the next BRM. <ul style="list-style-type: none"> • Performance management • Project work against the Police and Crime Plan <p>University of Beds work continuing – provision of healthcare – targeted healthcare piece to be completed this week.</p>	<p>AA</p>



	<p>International SPR role – AA drafted agenda – date needs to be confirmed.</p> <p>Complaints reform work continues – completing a briefing for the PCC.</p> <p>Offender Agenda – Looking at pathways to the semlep bid – CK and AA to meet and discuss outside of BRM.</p> <p>CK requested AA and BW to review the annual plan and go through :</p> <ol style="list-style-type: none"> 1. All quotes and find out what we need to collect – AA and BW agreed. 2. CP to review spreadsheet and pictures – so we can chase this week. 3. Everyone to get together on Thursday to go over annual report. <ul style="list-style-type: none"> • OPCC Policy Review – New Policies 	CK/AA
6.	<p>Compliance</p> <ul style="list-style-type: none"> • FOI/DP requests <p>FOI request received today - <i>All submissions (including all evidence and supporting documents) sent to the West Midlands Police and Crime Commissioner for its consultation on drugs policy. The evidence was used in the formation of the 'West Midlands Drug Policy Call for Evidence – Report', published 12 December 2017.</i></p> <p><i>-Any other reports produced or commissioned within the last 12 months concerning the policing of drug offences.</i></p> <p><i>If you are able to supply some of this information more quickly than other items, please supply each item when you can rather than delay everything until it is all available.</i></p> <p>AA and BW confirmed that no comment has been made by Beds OPCC (Nil return). Response sent and now closed.</p> <ul style="list-style-type: none"> • ICVs / Dogs <p>We are completing our ICV recruitment filming tomorrow – in Luton and Kempston – should be a great tool to recruit new ICVs into our volunteer team.</p> <p>21st Regional Conference – all nearly ready – plan set – KB and SD are completing a run through on the evening of the 18/04/2018 to make sure everything is going to go well.</p> <p>KB has drafted the new Eastern regional Hand Book – awaiting comments from across the region.</p> <ul style="list-style-type: none"> • LQCs/Misconduct 	



Another meeting is set up for the 25 April – I cannot attend as have another meeting – so AA is attending.

- **Complaints**

Complaints work is continuing with no issues.

We are still awaiting appeal decision from the IOPC regarding a complainant.

All complaints are currently being sent to Customer Services and PSD – the OPCC is not allocating complaints due to the other work load of the compliance officer, however the compliance officer is continually monitoring response times and responses. CK agreed this as appropriate at this time.

- **Decisions**

KB needs to add Decisions on to the Website.

- **Website Compliance – Specified Information Order**

Hub Launch today – Can you please let KB know what you want on the website and where and this will be put on.

- **Audits**

Risk Audit received back – no recommendations – Great governance work.

- **GDPR**

Plan is set – we just need to deliver against it – full plan will be actioned on week commencing 30/04/2018. AA is doing policy work surrounding this.

7 Commissioning/Victims (Monthly)

- Projects - Programme of work, efficiency, change (Monitoring - Process)
- Hub Updates - Go-Live is today 03.04.2018

Commissioning/Victims (Quarterly unless during the commissioning timeframe)

- Victim Commissioning
- Grants - CSF and Victim (Update on funding)

Commissioning decisions made and letters sent out 29.03.2018

VAWG	312754.95
Youth	287783



Capacity	113531
Innovation	279641.26
Other	100000
Total	1093710.21

Actions

- Need to update grant paperwork with MoJ outcomes for victims funding
 - Need to send out grants paperwork
 - Need to write decision paper
 - Need to set up accounting spreadsheets and share with finance
 - Create folders templates for funded projects
 - Finish lessons learned log
 - Archive all relevant paperwork
- National Policy (Changes of direction MOJ etc.)
 - Restorative Justice
 - Partnerships - Local Authorities
 - Partnerships – CSPs – As above.

BW stated that the commissioning process has been completed, all letters have been sent out by 18:00hrs. BW explained that she has received feedback of happiness and on the whole a positive response.

BW and MH are working to on the grant agreements – feedback will be going out later and if the office receives any calls to inform them of this as we are concentrating on the agreements first.

BW wanted to thank all panel members and would like it documented. BW stated that she would attend the 1st May 2018 ICV panel meeting to thank the 2 ICVs which assisted on the panels – and do a presentation on the commissioning process and who has been funded.

BW stated that there has been a dissatisfaction raised. KB asked to be sent this so the correct process could be followed – CK stated she would speak to KB about this.

BW gave updates on the following projects:

- Midland Road Project – will be supported by BW
- SARC – moving and BW believes we have found an appropriate building.
- Strategic Review of County Lines – this was presented to the Exec in April. CK asked all to read it.
- MOJ/Bedford Prison is going to be developed over the next year.

CK/KB

CK



	<ul style="list-style-type: none"> ➤ Criminal Justice – was discussed – restricted ➤ CJ Team – was discussed – Restricted ➤ BW will be sitting on the Police Award selection panel. Nominations are to be reviewed by NG – CK Plan – Timeline review – Bring to BRM Needs to be raised at Strat Board – KPI – Building Public Confidence – Supervisors identifying good work. <p>BW explained that the Hub requires a printer – CK and BW to discuss outside of BRM.</p>	<p>CK</p> <p>CK/BW</p>
8	<p>Media/Events/Engagement</p> <ul style="list-style-type: none"> • Engagement events PCC • PR • Comms of PCCs events i.e social media, Facebook, public and corporate correspondence • Newsletter progress update and distribution list • Engagement Process / comparing to decisions/ commitments (Linked with Compliance) <p>Media team not present</p> <p>However CK gave update and stated that GF has completed the media releases for Hub and Commissioning process.</p>	
9.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses updated (to note) <p>No update</p>	
10.	<p>AOB</p> <p>KB asked all to forward their papers to her before the meeting, with as much detail as possible as it is taking a lot of time to type of the minutes, when this doesn't need to be.</p>	