



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

MONTHLY BUSINESS REVIEW MEETING

Tuesday 06 February 2018 at 10:00, Conference Room 2

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Julie Maddocks (JM), Katie Beaumont (KB), Grace Foster (GF), Nuala Goldsboro (NG), Marc Hodges (MH), Anna Akerman (AA), Pauline Gibbons (PG).

Apologies: Phil Wells (PW), Bethan West (BW), Samantha Denness (SD)

No.	Business Review Meeting	Actions
1.	CK welcomed all to the Sixth Business Review Meeting (BRM). CK officially welcomed new employee Claudia Profeta. KB to change this on the website Minutes were agreed	KB
2.	<p><u>Actions</u></p> <p><u>Actions from 15.08.2018</u> 40. Confirmed as complete</p> <p><u>Actions from 12/09/2017</u> 5. Take off actions – add to Agenda – Complete. 6. Fairness at Work Policy – Needs completing ASAP – Still on-going. 12. Boost the Frontline – 2 students will be assisting the office with the university – health research. GF stated once the students are in post for their master’s degree the OPCC can do some PR surrounding their duties. – CK asked for this to remain open on action log. Update needed in March/April to ensure comms are completed surrounding it. 13. CK discharged this action. 14. KB has requested if whole team has access to DMTS – training to be organised for whole team. Email sent to CK to escalate as still outstanding because of ICT. 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.</p> <p><u>Actions from 10/10/2017</u> 1. Budget work – complete – there were discussions on moving forward into 18/19, the OPCC needs to look how we are spending money. The budget for the OPCC cannot grow – PCC wants to keep the office cost low. PG is organising a meeting to ensure this year’s cost/budget is wrapped up. CK will bring the budget forecast to the next BRM.</p>	<p align="center">AA</p> <p align="center">KB/CK</p> <p align="center">JM</p>



<p>8. IPCC CC briefing – still on-going. CK has received the IOPC briefing however notes still require typing up by KB. GDPR – work continues within the Tri-Force – KB will type up notes from last meeting. 10. OPCC Photos – still outstanding – CK/JM photos are online. SD and GF need to get photos off the directory and use as new photos are not going to be taken. 12. Full review of PCC photos. GF still awaiting photos from Andy. GF to chase. JM stated this is a bigger concern and time needs to be booked in with JM and GF to go through all photos once received by Andy. AA is reviewing photos being used in delivery plan – will be confirmed today. 29. Stepping Stones – Update needed from BW. 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 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.</p>	<p>KB KB SD/GF GF BW GF</p>
<p><u>Actions from 07/11/2017</u> 3. New risks were discussed please see minutes within CoS update. This is on-going for the whole team to consider new risks and to discuss during BRM. 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. 7. Roll Over – not complete - AA and Jackie Sebire scoping a response to the Policing Minister and PCC Martin Underhill (for APCC) on better practice in relation to the management of vulnerable people in custody and use of 'Appropriate Adult' services. BW to discuss – commissioning through central point. 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. 9. IOM- Add on to the standing agenda - complete 12. AA not aware of the action – KB sent full paragraph in minutes to her – awaiting response – Still awaiting response. 14. BW confirmed work is being completed. Referrals and partnership working piece. KH has decided DCC to review and sit on panels. BW to ask DCC about sitting on panels – establishing if he is interested. Informed to leave on action log.</p>	<p>Whole Team AA AA AA AA AA BW</p>
<p><u>Actions 08/01/2018</u> 1.Completed 2.Completed 3.Completed 4.Completed 5.Completed 6.Date to be set – CK 7.Completed</p>	<p>CK</p>



	<p>8. Completed 9. Meeting was cancelled – new meeting to be set with CB – full review to take place in the future 10. Completed 11. Completed 12. Completed 13. Completed 14. Completed</p>	
<p>3.</p>	<p><u>Chief of Staff Update / Governance</u></p> <p>CK explained that the office is looking tidier and let's keep it that way. CK asked for the office to be covered between the hours of 9am to 5pm. CK stated she wants everyone to work as a team and cover the office without the need for a rota. The main office needs to be covered between the hours of 09:00-17:00 I need staff to take a pragmatic approach to covering between these hours. It should not always be the same staff starting early or finishing late.</p> <p>CK explained that she believes that 1 weeks' notice for Police and Crime Panel papers, so she has drafted the PCP annual Plan which sets out expectations each panel meeting (meetings against the pledges etc.) CK stated she would circulate the plan to all to ensure all are aware of it.</p> <p>CK will be taking this plan to panel to present. When CK forwards plan to all – all to review and make comment and send back to CK.</p> <p>CK asked the full team to work on their own personal administration such as:</p> <ul style="list-style-type: none"> • Mileage Claims • Other Claims • Overtime Expenses • Annual Leave / TOIL <p>The above administration needs to be a priority.</p> <p>All members of staff need to be added to GRS as this is easier to monitor annual leave. Action for all.</p> <p>CK stated it has come to her attention that staff are accruing a lot of TOIL – all time sheets to be presented to FLM at the end of each month.</p> <p>JM stated that she agrees with CK and she has found previously that timesheets do not tally completely with gate passes – HR will check.</p> <p>AA made the following comments regarding the PCP plan discussion above – AA asked whether or not the PCP piece is open for discussion as an OPCC we take on our pledges and must ensure we review and deliver however we should be looking at the Force priorities and holding the Force to account regarding these. AA and CK to have discussion out of BRM.</p> <p>The importance of the whole team working towards the responses for police and crime panel cannot be stressed enough. It keeps us all focused on the pledges.</p> <p>CK explained that everything is on track for the CoS and Financial Scrutiny</p>	<p>CK</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>AA/CK</p>



	<p>recruitment.</p> <ul style="list-style-type: none"> • Strat Board <p>CK explained that she has drafted the next 12 months agendas for strategic board – requesting the forces data to show how they are working to their priorities and towards the PCCs pledges. This plan will give the Force 12 months’ notice to ensure the information which has been requested is delivered.</p> <p>AA has concerns regarding the Force delivering against the pledges. CK stated that the Force has had sight of the 1st draft, still work to do. Force needs to meet with OPCC to set expectations. CK stated that 2 key areas are missing from the plan which has been highlighted and ‘Simon’ is coming back with the 2nd draft. Once this is received CK will present to all.</p> <p>We all need to get into a rhythm for Strat Board and Police and Crime panel as we will have 12 months to prep and ensure we monitor efficiently and effectively.</p> <p>All to ensure that review email from CK regarding PCP/Strat Board papers –</p> <p>BW – Commissioning update needed</p> <p>AA – Projects/Policy relating to pledges</p> <p>SD – Engagements – CK and SD to go through these</p> <p>CK mentioned that the website engagement information needs to be updated to ensure compliance against the specified information order. SD to review.</p> <p>GF – Media releases</p> <p>KB – Complaints/Decisions</p> <ul style="list-style-type: none"> • Strategic Governance Board (JPS / ERSOU) <p>Not had a meeting since the last BRM but the overall position is stable and no severe red issues to deal with. Significantly behind – drivers training still being looked into.</p> <ul style="list-style-type: none"> • Legislation, Publications, Consultation updates <p>Precept update.</p> <ul style="list-style-type: none"> • Business Continuity – any issues <p>CK asked for all files to be sorted by all.</p> <p>CK asked all to be aware of business continuity and if you were not able to come into work could someone step in? All to ensure that working logs are fully</p>	<p>CK/AA</p> <p>SD/CK</p> <p>SD</p>
--	--	--



<p>completed and diaries.</p> <ul style="list-style-type: none"> • Milestone Plan <p>CK will be reviewing this, this week and will share back to the team once this has been completed.</p> <ul style="list-style-type: none"> • Strategic Risk Register <p>Updated since last BRM and on audit plan – Precept/TriForce are still red and will continuously review.</p> <ul style="list-style-type: none"> • J.A.C <p>No update</p> <ul style="list-style-type: none"> • Audit <p>Risk and Commissioning Audit coming up soon – everyone has a responsibility to be aware of Strategic Risk and Commissioning arrangements.</p> <p>Discussions were had surrounding events and planning for the year, the plans/spreadsheet is in BHouse – Communications – Engagements for the year.</p> <p>CP has been asked to set up login details for event bright – SD/CP to save details within folder so they can be found by others if they want to use Event Bright. AA asked whether or not the settings are private or public. CP said that the settings can be changed and she explained the process briefly. JM stated it is a great tool to keep everything in one place.</p> <p>CK stated the next big event is the Cyber Event and she has asked CP to look at this, it is to be held on the 22 February 2018, is it being FB streamed? GF to link with the PCC can open the event. – update 28/02/2018 – PCC did not attend. AA attended and spoke at event.</p> <p>The Annual Survey is being worked on by SD/CK and JM. JM to confirm date to CK. So it can be sent out to all links/partners etc.</p> <p>AA stated that the OPCC agreed to pass the survey on to the Panel, CK stated it was discussed at the last meeting. JM stated additional work needs to be completed on this anyway. CK stated that she would discuss with the panel tonight (06.02.2018). JM said that the finalised document can be shared.</p> <p>GF to forward all links to SD for the survey to be sent out.</p> <p>Discussed dates for the survey Launch – 12 March 2018 Closed – 15 April 2018 Published – 21 May 2018</p> <p>CK stated that it is going to be very busy in the commissioning team at the end of March – NG and MH to sit together and confirm dates for panels and PCCs</p>	<p>GF</p> <p>MH/NG</p>
--	--------------------------------------



	<p>attendance.</p> <p>AA sent details regarding precept this morning with the percentages % broken down. Herts and Essex has received a higher number of responses regarding the precept. We have only received approx. 50 and they have received thousands.</p> <p>MH raised concerns about the precept increase and the wider discussion being had on PCC salaries. MH stated that responses should be ready for complaints that could be received regarding this. JM agreed this is a concern. CK stated this discussion has been on-going for a matter of months. MH said he believes that this may have some back lash and he wanted all to be aware.</p> <p>CK stated there are 2 things that need to be considered:</p> <ol style="list-style-type: none"> 1. We all need to be kinder with each other and look after each other 2. Courage to do our work and deliver against the pledges. 	
<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.</p> <p>CK to raise this with PW regarding attendance at meeting.</p>	
<p>5.</p>	<p>Policy Update</p> <ul style="list-style-type: none"> • Policy review <p>New FAW Policy for OPCC under construction will be circulated once draft is ratified.</p> <p>Pension Forfeiture</p> <p>Forfeiture of Police Pension (JM Case) Submitted to Home Secretary w/b 13.12.17</p> <p>Forfeiture of Police Pension (GS Case) Referred back to the force for further information.</p> <ul style="list-style-type: none"> • Performance management <p>No update</p> <ul style="list-style-type: none"> • Project work against the Police and Crime Plan <p>Annual Report Framework plan created for populating in draft this month. A big</p>	



	<p>focus on this to be completed this month - To include:</p> <ol style="list-style-type: none"> 1. Message for the PCC 2. Formal Introduction (AA to draft) 3. Governance Overview inc Audit Function and BRM (CK) 4. PCC priorities and actions (similar to Matrix of achievements) (AA/OPCC) 5. Force Performance Report (AA to draft) 6. Victims Commissioning (BW/MH) <ul style="list-style-type: none"> - Signpost Victims Hub - CSF 7. Finance Report (PW/AA) 8. Complaints Overview (KB/AA) 9. Forward Look (CK) <p>JM stated that the Commissioner has requested that she completes the 2 year on document. AA and CK accepted this, however the annual report which needs to be completed, has to have certain data etc. in it to be compliant against the legislation and this can be presented to the panel. JM stated she would be raising this with the PCC.</p> <p>AA project focus going forward on</p> <p>Boost the FL recommendations including the OCC Health review and Special Constabulary recruitment support.</p> <p>Additional work on-going –</p> <ul style="list-style-type: none"> - Mental Health Street Triage Negotiations - Appropriate Adults SPoC role - Development of ICE Strategy (ToR drafted within the meeting) - Targeted Healthcare evaluation - Rape Law Amendment Project - Eyewitness accounts Research project - Support to EBP Forum and Police NOW officers <p>When the precept has finalised a decision has to be drafted.</p>	<p>JM</p> <p>AA</p>
<p>6.</p>	<p>Compliance</p> <ul style="list-style-type: none"> • FOI/DP requests <p>2 x completed – Media and Commissioning</p> <p>1 x outstanding – referred to CRU awaiting feedback.</p> <ul style="list-style-type: none"> • ICVs / Dogs 	



	<p>A lot of work being completed surrounding ICVS:</p> <ul style="list-style-type: none"> • Regional Conference • National conference booked for March • QAF – KB has to review all work – expected a lot to do. • Filming on the 8 March 2018 – recruitment/advertisement video • NEF and Board meeting – actions • Queens Award for Voluntary Service • Community Volunteer Services – going to apply online – can hit 30,000 homes which will aid recruitment • LQCs/Misconduct <p>APCC document received – KB has to read. LQC meeting being held on 22/02/2018.</p> <ul style="list-style-type: none"> • Complaints <p>Other complaint work – no concerns</p> <p>AA has requested KB review PSD/Centurion document and feedback whether any changes are needed.</p> <ul style="list-style-type: none"> • Decisions <p>Have not received any feedback from anyone – have any decisions been made during meetings and have not been fed back to compliance?</p> <ul style="list-style-type: none"> • Website Compliance – Specified Information Order <p>We were awarded the transparency mark – CoPaCC – Bernard Rix explained a document will soon be released to ensure we are the best of the best regarding transparency. When this is released KB will review and compare against the website.</p> <ul style="list-style-type: none"> • Audits <p>Commissioning Audit – KB has reviewed other OPCC regarding commissioning documents which have been published. Email sent to Clare.</p>	
7	<p>Commissioning/Victims (Monthly)</p> <ul style="list-style-type: none"> • Projects - Programme of work, efficiency, change (Monitoring - Process) • Hub Updates <p>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</p> <ul style="list-style-type: none"> • Victim Commissioning – Katie Morgan being inducted/ shown process. 	



	<p>Plans to work Mondays and Wednesdays. Closing for applications is 19.02.18. Panel members almost arranged but awaiting response from Garry Forsyth and Helen Clayton-Hoar.</p> <ul style="list-style-type: none"> • Grants - CSF and Victim (Update on funding) – Audit in next 2 weeks. All O/S invoices have been chased. Underspend in both accounts. • National Policy (Changes of direction MOJ etc.) – Marc dialling in to APCC outcomes framework working group 07.02.18 • Restorative Justice – Handover meeting held last week. Victoria Marlin and Chris Turner tasked with reviewing cases with RS to support handover in May. • Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements) Strategic Review completed. Report to be published end of Feb/ Early March for next steps. • Partnerships – CSPs – As above. 	
<p>8</p>	<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>JM stated that she had not received any updates from SD and GF. GF stated she has emailed her update to her.</p> <p>JM explained that the following events were coming up:</p> <ul style="list-style-type: none"> • Knife Crime Workshops • Knife Crime Awards – 7th March • ICV Filming – 7th/8th March • Hub Launch – 5th April – Claudia to sort alternative raining room so the lecture theatre can be used for the launch of the hub. • CC Awards – Any nominations to be forwarded to JM. JM thanked MH and KB for their nominations. • National Pubwatch – JM stated this is bigger than anticipated. • Better 4 Beds – work has started surrounding this. <p>GF explained that the Comms Plan is ready for the PCC return. I will be focussing on Signpost/hub launch.</p> <p>Discussions were had surrounding the Precept and Social Media coverage – GF to try and find out who the precept has reached and feedback this back to CK.</p>	<p>CP</p> <p>GF</p>



	<p>GF explained that she has to set a meeting with the PCC to go through the pictures.</p> <p>GF listed out her inspection on the website of what was outstanding - All completed after the BRM meeting.</p> <p>GF to share website 'how to' guide with the team as everyone has responsibility for their own areas.</p>	<p>GF</p> <p>GF/All</p>
<p>9.</p>	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses updated (to note) <p>NG explained that the PCC is going out more specifically in the afternoon. Whole Team to make the PCC aware of events which you may find useful for the PCC to attend.</p> <p>NG explained that the review on salaries for PCC – come from the Home Sec to senior salaries review body.</p> <p>NG explained that she has been asked to be the OPCC support for the Homelessness Reduction Act.</p> <p>PCC Diary – back in on the 13th Feb – in that week CK wants a PCC and directors meeting booked in.</p>	<p>NG</p>
<p>10.</p>	<p>AOB</p> <p>PG stated that she has outstanding minutes for J.A.C and Agenda to be completed before the meeting which is on the 2nd March.</p> <p>CP stated she was happy with no concerns.</p> <p>AA explained to all, that Beds Police/Beds OPCC were getting a visit from the Chinese ministry on the 14th February. Restricted information was discussed. AA being the OPCC SPOC.</p>	