



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

**MONTHLY BUSINESS REVIEW MEETING**

**Tuesday 06 March 2018 at 10:00, Conference Room 2**

**Chair:** Chief of Staff – Clare Kelly

**Attendees:** Clare Kelly (CK), Katie Beaumont (KB), Grace Foster (GF), Nuala Goldsboro (NG), Marc Hodges (MH), Anna Akerman (AA), Pauline Gibbons (PG), Samantha Denness (SD)

**Apologies:** Bethan West (BW), Julie Maddocks (JM), Phil Wells (PW)

No.	Business Review Meeting	Actions
1.	CK welcomed all to the seventh Business Review Meeting (BRM).  Minutes were agreed	
2.	<p><b><u>Actions</u></b></p> <p><b><u>Actions from 15.08.2018</u></b> No outstanding actions</p> <p><b><u>Actions from 12/09/2017</u></b>            10. AA stated that a policy needs to be drafted regarding declaration of interest which highlights conflicts, to ensure transparency. This needs to be formalised. – AA has reviewed, it is well covered - conflicts of interest – AA has highlighted a gap and this is within the Commissioning process. AA has made notes of changes which need to take place of the sifting paperwork. MH stated this needs to be completed pre-process – when the paperwork is sent out – it needs to be clear on clashes and how we will manage this as an office moving forward.            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. No update given in March’s meeting – update to be given in April’s meeting.            14. KB has requested if whole team has access to DMTS – training to be organised for whole team. Email sent out to all team members – when all have confirmed they have access – training will be booked.            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.</p>	<p><b>AA</b></p> <p><b>AA</b></p> <p><b>KB</b></p> <p><b>JM/GF</b></p>



<p><b><u>Actions from 10/10/2017</u></b></p> <p>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. – CK asked to move forward to April’s meeting. Budget report to be presented in April.</p> <p>8. IPCC CC briefing – still on-going. CK has received the IOPC briefing however notes still require typing up by KB. Still ongoing</p> <p>GDPR – work continues within the Tri-Force – KB will type up notes from last meeting.</p> <p>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. – Completed – next review in Summer.</p> <p>29. Stepping Stones – Update needed from BW. Informed to leave open – April update needed.</p> <p>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. Informed to leave open – April update needed.</p>	<p><b>KB</b></p> <p><b>KB</b></p> <p><b>BW</b></p> <p><b>GF</b></p>
<p><b><u>Actions from 07/11/2017</u></b></p> <p>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. GDPR highlighted as new risk to be added onto Risk Register.</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>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. – AA gave update that she is the OPCC Single Point of Contact (SPOC) – a gap analysis has been completed to see whether or not the provision is fit for purpose. Corina House is the Lead for the Force. AA stated it is inappropriate to commission AA service through OPCC however we can promote AA scheme. Work is on-going however action is complete.</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.</p> <p>12. AA not aware of the action – KB sent full paragraph in minutes to her – awaiting response – Still awaiting response – update given in March’s meeting – AA drafted briefing – AA to complete a visit in the future.</p> <p>14. Complete</p>	<p><b>Whole Team</b></p> <p><b>AA</b></p> <p><b>AA</b></p>

	<p><b><u>Actions 08/01/2018</u></b></p> <p>6. Date to be set – CK – instructed to keep open until Aprils meeting. 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.</p> <p>Actions from 06/02/2018</p> <p>1.Complete 2.Complete 3. CK asked the full team to work on their own personal administration such as:</p> <ul style="list-style-type: none"> <li>• Mileage Claims</li> <li>• Other Claims</li> <li>• Overtime Expenses</li> <li>• Annual Leave / TOIL</li> </ul> <p>4. All members of staff need to be added to GRS as this is easier to monitor annual leave. Action for all. CK confirmed that this has to be ready for 01/04/2018 to be completed moving forward. 5. Complete – all time sheets to continue to be presented to FLM. 6. Complete 7. 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. On-going 8.Complete 9. Complete 10. Complete – however please ensure only use the log in details for the OPCC for Event Bright. 11. Complete 12. Complete 14. Decision needs to be drafted on precept 15. Complete 16. Complete 17. Complete 18. Complete 19. PCC Diary – back in on the 13th Feb – in that week CK wants a PCC and directors meeting booked in – need to reset meeting for April - NG</p>	<p><b>KB</b></p> <p><b>All</b></p> <p><b>CK/AA</b></p> <p><b>AA</b></p> <p><b>NG</b></p>
<p><b>3.</b></p>	<p><b><u>Chief of Staff Update / Governance</u></b></p> <ul style="list-style-type: none"> <li>• <b>Office Updates</b></li> </ul> <p>CK asked all members of staff to be aware of Decisions which are being made, this needs to be documented and inform KB so she can draft the decisions. CK stated the following decisions need to be drafted:</p> <ul style="list-style-type: none"> <li>➤ Precept – Council Tax increase</li> <li>➤ CTC Money</li> <li>➤ Relate money</li> <li>➤ BW – 2 pots of money</li> </ul>	



<p>AA asked for all of the decisions to be sent to her for review.</p> <p>CK stated that the recruitment for the Financial Scrutiny member of staff has stopped and it has been decided to move away from this post being permanent and perhaps getting a consultant – this is currently being reviewed by PCC/CoS.</p> <p>CK stated that the PCC has ideas for the interior for HQ – look and feel needs to be better and more workable. The PCC wants the estate strategy to include a corporate colour scheme.</p> <p>CK asked for GF to draft a ‘Comms’ piece to go out to all staff explaining how the PCC wants to improve their working space.</p> <p>CK asked for the whole OPCC to review the expenses policy to know what you can and cannot claim for.</p> <p>CK asked for all members of the OPCC to except a challenge – this challenge is to ensure that you are having a 30 minute break every day.</p> <ul style="list-style-type: none"> <li>• <b>Strategic Board</b> Next meeting is on the 27 March – all to consider any concerns and to raise with CK to discuss at Strat Board.</li> <li>• <b>Police and Crime Panel</b> The Survey has been sent out to PCP for review before being sent out to the Public. The survey is due to go out next week. CK asked for all members of the office to promote the survey.</li> </ul> <p>CK asked all to be aware of the deadline for the PCP papers – please ensure these are passed to CK at your earliest convenience – latest date in the 12 March 2018.</p> <p>CK asked for all to review the PCC delivery plan to thoroughly understand what the PCC is trying to complete and all priorities set. This will help when working for the two years in document.</p> <ul style="list-style-type: none"> <li>• <b>Eastern Region Alliance Summit (7 force)</b> Meeting is set this afternoon.</li> <li>• <b>Strategic Governance Board (JPS / ERSOU)</b> Next alliance meeting will be tricky – NG to ensure that all attendees of Alliance BCH is given access to the car park at Bridgebury House.</li> <li>• <b>Legislation, Publications, Consultation updates</b> No update</li> <li>• <b>Business Continuity – any issues</b> CK asked for all to ensure that Work Trackers are updated – action for all.</li> <li>• <b>Milestone Plan</b></li> </ul>	<p>GF</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>NG</p> <p>All</p>
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	<p>No update</p> <p>CK requested for all members of the OPCC to register details on the Athena Register/Terrorism training. Has this been completed by all?</p> <p>CK stated that she has had a meeting with PW and a monthly meeting has been agreed between themselves (CK/PW/PCC/DCC) and that KB has to invite him quarterly again. KB emailed PW all meetings.</p> <p>J.A.C had to be moved – PG is sorting the rearrangements.</p> <p>Risk Register – GDPR needs to be added as a risk.</p>	<p><b>All</b></p> <p><b>CK</b></p>
<p><b>4.</b></p>	<p><b>Chief Finance Officer Update (Quarterly)</b></p> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Finance Reports</li> <li>• Budget update</li> </ul> <p>CFO not present at meeting – apologies received.</p>	
<p><b>5.</b></p>	<p><b>Policy Update</b></p> <ul style="list-style-type: none"> <li>• <b>Policy review</b> No new policies.</li> <li>• <b>Performance management</b> Safer Public spaces board – Luton meeting – OPCC representation on the 27 March 2018 – AA leave with CK – CK to look at this.</li> </ul> <p>AA stated that her and KB will be attending a meeting regarding the Legally Qualified Chairs – PSD is led by Cambs as they are the lead in the Tri-Force however we still organise Independent Members and need to be sighted on all things LQC. Discussions were had regarding GDPR and encrypted emails to be sent moving forward. AA will review the encryption email status.</p> <p>Discussions were also had regarding the training needs of the LQCs.</p> <ul style="list-style-type: none"> <li>• <b>Project work against the Police and Crime Plan</b></li> <li>• <b>OPCC Policy Review – New Policies</b></li> </ul> <p>Extra – asked to be added to the Agenda - new non-statutory process for the monitoring of Chief Officer's employment post retirement. Pose Service Employment – AA is to draft Policy.</p> <p>Barred and Advisory regulations.</p> <p>AA explained the Police Now Event – 11 officers have been recruited through police now scheme – going through training and tasked to complete community</p>	<p><b>CK</b></p> <p><b>AA</b></p> <p><b>AA</b></p>



	<p>work.</p> <p>AA also explained that she is completing a piece of work surrounding the rape law being amended. PCC has authorised this work to be completed in conjunction with the Force – David Boyle is interested in the work which is going to be completed.</p> <p>AA explained that the visit by the Chinese delegation went well, however no comms have gone out surrounding it. CK will look into.</p>	<b>CK</b>
<p><b>6.</b></p>	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• <b>FOI/DP requests</b></li> </ul> <p>No FOI/DP requests Outstanding</p> <p>KB is currently reviewing all GDPR paperwork and this will be one of her main focuses at present to fully understand what needs to be done with GDPR moving forward.</p> <ul style="list-style-type: none"> <li>• <b>ICVs / Dogs</b></li> </ul> <p>A lot of work being completed surrounding ICVS:</p> <ul style="list-style-type: none"> <li>• Regional Conference is coming together nicely and KB is excited for this. The speakers are:             <ul style="list-style-type: none"> <li>➢ Police and Crime Commissioner Kathryn Holloway</li> <li>➢ TACT training/awareness – from the regional lead for TACT</li> <li>➢ Drugs in Custody – National Picture</li> <li>➢ ICVA – Sherry Ralph</li> <li>➢ IPCC – Lesson learned bulletin – custody</li> <li>➢ Home Office – Immigration</li> <li>➢ Deputy Police and Crime Commissioner Justine Currell</li> </ul> </li> <li>• National conference booked for 24 March 2018 – 4 ICVs and KB attending.</li> <li>• QAF – KB has to review all work – expected a lot to do.</li> <li>• Filming on the 4 April 2018 (Date changed) – recruitment/advertisement video – KB has set plan.</li> <li>• NEF and Board meeting – actions to be on-going.</li> <li>• Queens Award for Voluntary Service currently being worked through with ICVs</li> <li>• Community Volunteer Services application now online for people in Bedfordshire to become an ICV. CVS can hit 30,000 homes which will help recruitment boost.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>LQCs/Misconduct</b></li> </ul> <p>An Independent Member has been contacted and assigned for misconduct panel – KB to continue to monitor.</p> <p>CK raised concerns that the PCC wants to know when Misconduct turns to Gross Misconduct – KB explained that she can contact PSD regarding this, however this will be included in the PSD reports. KB will call PSD.</p> <ul style="list-style-type: none"> <li>• <b>Complaints</b></li> </ul> <p>Other complaint work – no concerns</p> <ul style="list-style-type: none"> <li>• <b>Decisions</b></li> </ul> <p>Have not received any feedback from anyone – have any decisions been made during meetings and have not been fed back to compliance?</p> <p>Team confirmed there are some Decisions which need to be drafted and signed by PCC</p> <ul style="list-style-type: none"> <li>➤ Precept – Council Tax increase</li> <li>➤ CTC Money</li> <li>➤ Relate money</li> <li>➤ BW – 2 pots of money</li> </ul> <ul style="list-style-type: none"> <li>• <b>Website Compliance – Specified Information Order</b></li> </ul> <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"> <li>• <b>Audits</b></li> </ul> <p>KB stated that she is aware the Risk Audit is taken place and we are waiting feedback.</p>	<p>KB</p>
<p>7</p>	<p><b>Commissioning/Victims (Monthly)</b></p> <ul style="list-style-type: none"> <li>• Projects - Programme of work, efficiency, change (Monitoring - Process)</li> <li>• Hub Updates</li> </ul> <p><b>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</b></p> <ul style="list-style-type: none"> <li>• Victim Commissioning</li> <li>• Grants - CSF and Victim (Update on funding)</li> </ul>	



- National Policy (Changes of direction MOJ etc.)
- Restorative Justice
- Partnerships - Local Authorities
- Partnerships – CSPs – As above.

Strategic review on County Lines has been completed and the first draft sent to BW and will be sent to partners by the mid to end of the week

BW attended a National Crime Agency engagement day with D/PCC looking at County Lines and the issues of vulnerability especially for young people held in custody when arrested with drugs or money

County Lines training is still on-going – team need to consider value of attending this for other work areas e.g. ICVs

Commissioning has now closed and marking has been done, XX number of projects totalling £XXXX – thank GF for all the social media around the advertising of the funds. Panels for commissioning will be starting next week so be aware there may be people in the office who may not be known to the team

Internal launch of the Signpost hub has happened with reports on intranet

Met with new SARC co-ordinator for the eastern region who has identified funding for victims referred through the SARC ( £150k over two years )

Knife crime radio adverts judging panel – hilarious story about Dave Boyle roll over until the next BRM

Cohesion Awards –thank you dinner – a great success – OPCC need to think about who should be included on the invite list for next year to widen the scope.

28 organisations came to panel. There have been emails for requests to change dates for panels – this will be accommodated if there is availability. The office will be receiving calls regarding the Domestic Abuse amount which has been requested is very high. So all providers have been called in to discuss DA as a whole and see if the providers can merge in any way to save some money as the PCC cannot fund all.

Tri-Force Commissioners meeting – MH to talk with CK regarding risk.

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.

**MH**





8	<p><b>Media/Events/Engagement</b></p> <ul style="list-style-type: none"> <li>• Engagement events PCC</li> <li>• PR</li> <li>• Comms of PCCs events i.e social media, Facebook, public and corporate correspondence</li> <li>• Newsletter progress update and distribution list</li> <li>• Engagement Process / comparing to decisions/ commitments (Linked with Compliance)</li> </ul> <p>SD read out the events list :</p> <ul style="list-style-type: none"> <li>➤ 7<sup>th</sup> March - Schools awards - Award celebration to congratulate the young people who have won the radio advertisement they created to prevent knife crime</li> <li>➤ 12 - 26 March Commissioning - The PCC will be chairing the panels who will hear from organisations and individuals who are pitching their ideas to help safeguard Bedfordshire</li> <li>➤ 12th March - Annual Survey Every year the PCC engaged with the public through a survey to monitor public views on policing in Bedfordshire</li> <li>➤ 5th April - Hub launch Signpost the new victims services hub will be opening on April 5th – do pop by to see what they can offer. They are based in the old FCR</li> <li>➤ TBC April - Schools knife crime - The second round of young people to create radio adverts to promote the prevention of knife crime</li> <li>➤ 21st April - ICV Regional Bedfordshire is hosting the regional event for Independent Custody Visitors</li> </ul> <p>SD explained that the Survey will be launched next week until the 15<sup>th</sup> April 2018 – this will be analysed by May. CK asked for GF to look into putting a social media push – such as Facebook – to get as many people to complete the survey as possible – GF stated she would do this.</p> <p>AA stated why don't we send out hardcopies of the survey? AA asked whether or not we should set a target, to how many people we want to reach and age ranges?</p> <p>SD stated we have asked for the push to go out on Beds Alert and Twitter and Facebook.</p> <p>GF asked whether or not the OPCC should complete engagement days to the public to get them to complete the survey. MH suggested having leaflets and post them around different areas which we are failing to reach. CK stated this needs to be explored in more detail – needs to be taken out of this meeting.</p> <p>CK stated when the survey has been live for a week, results and numbers need</p>	<p>GF</p> <p>CK/GF/SD</p>



<p>to be looked at to see whether or not we need a targeted approach.</p> <p>Discussions were had around the hub launch. CP is dealing with and organising attendees. BW spoken to yesterday – CK wants to speak to CP regarding the Hub event.</p> <p>CP to send a normal email invites to see if she receives more responses – agreed to be completed.</p> <p>SD stated that it is also the knife crime event this week – CP has been organising – no issues at present.</p> <p>21<sup>st</sup> April 2018 – ICV Conference – KB dealing with – SD /KB and CK need to have a meeting to finalise. KB stated that she has already done the work and food has been ordered by SD.</p> <p>Better for Beds was discussed – CK and CP to attend planning meeting, however the OPCC will not be running the event in its entirety. We can give suggestions/assistance but the OPCC will not be the lead – it will be the Force, as it is a Force event. NG stated the Force should tap into the number of volunteers – they have 1000+ and this should be explored by the Force.</p> <p>CK explained that it is the 2 year on in May. (PCC anniversary) – SD will be taking this forward with booking room at the university for the event – team will have to work together. GF stated to get the media involved there needs to be a hook such as the Boost the Frontline like last year. This will be reviewed by CK.</p> <p>The Force awards are going to be held on 6<sup>th</sup> June – JM needs to have a conversation with the Force along with CK.</p> <p>100 years on – first meeting has been completed – the OPCC needs to be aware and this will be continually discussed, so all to look out for actions. SD to send email around to all – holding invitation for the event.</p> <p>There are no events set in August.</p> <p>Fun Day set for the 08/09/2018 – Saturday – need to engage with all partners/force/OPCC to get planning set. The OPCC is running this event.</p> <p>The Annual Parish Council Event is booked in for the 13 September 2018. Including the CC/PCC – Central Beds again – need to book a room.</p> <p>The Offenders Conference (name to change) – set for the 4<sup>th</sup> October – going to be a big event – the focus being on offender management and crime prevention. AA is currently looking at a piece of work – ‘Pathway of offending’ – AA to commission piece of work and to take forward.</p> <p>Now that the Commissioner is out and about more – this needs to be flagged to GF and to SD – as social media needs to go out and SD needs this so that the website is updated to a true reflection of the Commissioners whereabouts and</p>	<p><b>CK/CP</b></p> <p><b>CP</b></p> <p><b>SD</b></p> <p><b>CK</b></p> <p><b>JM/GF</b></p> <p><b>SD</b></p> <p><b>SD</b></p> <p><b>AA</b></p> <p><b>SD/GF/NG</b></p>
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	<p>engagements. SD/GF/NG to get together and make sure a process is worked out for notifying others of the PCC engagements so they can be documented correctly and promoted on social media.</p> <p>GF stated that the logo is being changed for the Beds OPCC – no one else within the office is aware of this change. CK will raise this with JM – as if we change the logo, this will result in a lot of work for changing policy headings, letters, etc.</p> <p>GF asked for the specific definite name for the signpost hub- needs to be clear and finalised and GF to be informed. CK asked GF to link with Helen in Comms as there are outstanding bits which need to be completed ASAP.</p>	<p><b>JM</b></p> <p><b>GF</b></p>
<p><b>9.</b></p>	<p><b>Executive Personal Assistant Update</b></p> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> <li>• Expenses updated (to note)</li> </ul> <p><b>No update</b></p>	
<p><b>10.</b></p>	<p><b>AOB</b></p> <p>CK raised awareness that Acid attacks have increased and have been happening across county lines – CK has asked for all staff to be aware and to carry 1 litre of water in your car. OPCC will monitor action from the Force.</p> <p>CK stated that there has been numerous actions which when chased by the Force there has been an excuse that 'o I thought the OPCC was doing it' – this is not acceptable. When having meetings please ensure there is clarity with an email being sent after a meeting etc. If this happens with anyone specifically this needs to be raised to the CoS.</p>	<p><b>CK</b></p>