



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

MONTHLY BUSINESS REVIEW MEETING

Monday 8 January 2018 at 12:00, Conference Room 2

Chair: Chief of Staff – Clare Kelly

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

Apologies: Phil Wells (PW)

No.	Business Review Meeting	Actions
1.	CK welcomed all to the fifth Business Review Meeting (BRM). BW and MH held up in a meeting will attend as soon as possible.	
2.	<p><u>Actions</u></p> <p><u>Actions from 15.08.2018</u> 16. Complete – Action sent to CK 40. Pledges/Events/Decisions – need to complete by End of February. SD and KB to work together.</p> <p><u>Actions from 12/09/2017</u> 5. Full Policy Review – including all policies including declaration of interest. Work on-going 6. Fairness at Work Policy – Needs completing ASAP 11. Complete – BW and AA set date 25th Jan. 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. 13. Barn meet – CK asked for AA to be aware new dates and pass back to team. 14. KB has requested if whole team has access to DMTS – training to be organised for whole team. 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.</p> <p><u>Actions from 10/10/2017</u> 1. Budget work – waiting for JM/SD/AA budget predictions to be sent to CK. CK has requested that this be completed by February 2018. 8. IPCC CC briefing – still on-going. CK has received the IOPC briefing however notes still require typing up by KB.</p>	<p>SD/KB</p> <p>AA/KB</p> <p>AA</p> <p>AA</p> <p>KB</p> <p>JM</p> <p>JM/SD/AA</p> <p>KB</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.</p> <p>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.</p> <p>AA is reviewing photos being used in delivery plan – will be confirmed today.</p> <p>29. Stepping Stones – Update needed from BW.</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.</p> <p><u>Actions from 07/11/2017</u></p> <ol style="list-style-type: none"> 1. Action confirmed as closed by CK. 2. Action confirmed as closed by CK. 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. 4. Complete 5. Complete 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. 9. IOM- Offender services event – to be discussed, planned and progressed for next year – keep on the radar for summer/autumn 2018. CK asked for this to remain on the action log aim for late March and April to review year plan. 10. Action confirmed as closed by CK. 11. Action confirmed as closed by CK. 12. AA not aware of the action – KB sent full paragraph in minutes to her – awaiting response. 13. CK discharged action – Victims Support Board 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. 	<p>KB</p> <p>SD/GF</p> <p>GF</p> <p>BW</p> <p>GF</p> <p>Whole Team</p> <p>AA</p> <p>AA</p> <p>AA</p> <p>BW</p>
<p>3.</p>	<p><u>Chief of Staff Update / Governance</u></p> <p>CK explained this was going to have to be a shorter BRM due to the Partnership Day being held tomorrow and final prep needs to be completed.</p>	



<p>Risks were discussed with all present in the meeting and agreed with the following:</p> <ol style="list-style-type: none"> 1. Precept increase – needs to remain a high risk. CK explained focus needs to remain on recruitment – significant – as it is only for 2 years. Action – CK to change on SRR. SD stated that the OPCC has previously consulted the public in a different way regarding the precept. SD stated that she wants the SMT to raise her concern with the PCC, so she is aware that she may receive complaints regarding her approach. 2. Tri-Force J.A.C – PCC relationships with Tri-Force JAC remain at a working well position. <p>BW and MH came into the meeting.</p> <p><u>Staff Changes</u></p> <p>Katie Morgan will be coming in to the office as a temporary member of staff – starting at February 2018 to assist with the Commissioning process, and to allow MH to complete work with AA.</p> <p>Claudia Profeta will be coming in to the office as a temporary member of staff – assisting with the Commissioning process and general support/admin of the office and PA. She will have to learn Finance process/DMTS/Admin Archive/Retention policy.</p> <p>There is 2 outstanding positions within the OPCC</p> <ol style="list-style-type: none"> 1. Financial Scrutiny <p>CK requested PG to look at how many interviews there is going to be for late January and feedback to her.</p> <ol style="list-style-type: none"> 2. Formally appointed CoS <p>CK explained that the PCC has moved the recruitment back 2 weeks – so the deadline is the 17 January 2018. So it will be a longer process, which CK apologised for as the recruitment process for a new CoS can be unsettling for the team.</p> <p>CK explained to the whole team that she wants to see everything in writing regarding events and preparation for big projects as a lot of tasks are being completed late notice which is leading to unrest across the office and stress. Planning needs to be completed in a timely manner.</p> <p>CK wants the whole of the OPCC to properly review preparation when leading up to an event. CK will be leading all planning sessions to ensure the strategy works and to ensure everything is completed on time – ensuring efficiency.</p> <p>CK explained to the team, that a meeting will be being set for the senior</p>	<p>CK</p> <p>CK</p> <p>PG</p>
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	<p>management team of the OPCC to discuss Strategic Board and how to raise concerns moving forward to the Force. To ensure all concerns are raised and dealt with. Analysing the most pressing things which could result in the people of Bedfordshire being harmed.</p> <p>CK explained that the next PCP is going to be held on the 6th February 2018. CK stated that she continues to enjoy a good relationship with the PCP. CK reminded the whole team that she requires individual briefing on areas which have been provided previously – 23rd January 2018.</p> <p>Due to the Chief of Staff recruitment being moved back for two weeks – this means a separate meeting will have to be sorted with the PCP. PG to inform the PCP of this.</p> <p>CK discussed the milestone plan stating it is the kite mark surrounding the Governance/matrix, it measures the success around all areas. CK stated that we need to keep returning to the milestone plan to ensure compliance and revision of the plan.</p> <p>CK stated that the PCC has requested a new Declaration of interest form to be completed. KB completed this action and passed the new form to CK, so the PCC could complete and then it could be added to the website.</p>	<p>CK</p> <p>PG</p> <p>PCC/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.</p>	
<p>5.</p>	<p>Policy Update</p> <p>AA explained the Complaints Reform will have no impact in 2018 now due to delays – so AA has put her work surrounding the reform on hold. The PCC is fully briefed on this. AA explained with the new CS team this will hopefully reduce the work being completed by the OPCC once the commissioner is assured of quick responses and efficient working. The PCC has requested such assurances from KB. KB needs to arrange a meeting with Caroline Baldwin to discuss this. Appeals/ Appeals Officer within the OPCC options to be considered in January 2018.</p> <p>AA explained that she is reviewed the Tri-Force Decision Policy and she has no concerns – this action is now closed. The policy is still current and fit for purpose.</p> <p>Pension Forfeiture AA gave updates on each of the below cases.</p> <ul style="list-style-type: none"> • Forfeiture of Police Pension (JM Case) Submitted to Home Secretary w/b 13.12.17 • Forfeiture of Police Pension (GS Case) Referred back to the force for further information. 	<p>KB</p>

6.

Compliance

Due to the time restrictions within the BRM – KB stated she will not verbally inform everyone, however will type her update in the minutes.

- **FOI/DP requests**

1 received there was an issue with the links – lining with the Force to the contracts portal being sorted by Finance – awaiting feedback

- **ICVs / Dogs**

Regional conference – on track – looks very exciting – confirmed speakers are:

1. TACT training/awareness – from the regional lead for TACT
2. Superintendent – Drugs in Custody – National Picture
3. ICVA – Sherry Ralph
4. IPCC – Lesson learned bulletin – custody
5. Home Office – Immigration
6. NAAN – Regional Help

Awaiting hear back from

- G4S
- HMIC

Still concerns over recruitment – KB will focus on this at the end of the week and set a plan in place.

- **LQCs/Misconduct**

No update regarding LQCs/Misconduct.

- **Complaints**

New PSD process for Dip Sampling – review files on the system – works very well.

On-going complaints work is working well – no major concerns.

- **Decisions**

One sat with Clare (emailed on Friday) for information.

KB has not received any emails regarding decisions in the last month or so –



	<p>have any decisions been made?</p> <ul style="list-style-type: none"> • Website Compliance – Specified Information Order <p>We have been awarded the transparency mark – CoPaCC – award being received on Tuesday 09.01.2017.</p> <ul style="list-style-type: none"> • Audits <p>No update</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 • Grants - CSF and Victim (Update on funding) • National Policy (Changes of direction MOJ etc.) • Restorative Justice • Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements) • Partnerships – CSPs <p>BW explained that the Commissioning process has been launched. BW stated the first people are booking onto the surgery – the PCC is really pleased.</p> <p>Numerous different conversations are being had regarding funding and sharing the funding between organisations with the OPCC.</p> <p>Discussions are being had surrounding the hub – plans are on track – board meeting being had this afternoon – 2nd April 2018 is the deadline.</p> <p>BW stated with the Partnership Event being had tomorrow, certain visitors will be attending which need to be brought to her attention, for instance the MOJ contact needs to be pointed out as there will be on-going work with them.</p> <p>BW explained the on-going work being completed with the SARC – the PCC is organising a visit to the building.</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)

JM explained that she would be giving the update received by SD and GF to ensure speediness.

JM stated that over the last few weeks the media/engagement team have been very busy with really good things such as:

- The Road Safety Event
- Marie Collins Event
- Partnership Event (Tomorrow)

All events have been delivered and received very well.

JM explained that the Consultation for precept has been published on the website, shared on social media and KB has emailed to all partners. GF, KB and AA are ensuring all responses are documented and stored in a folder. AA has categorised responses.

Grant Fund has been launched and documents uploaded onto website. This has been shared on social media and PG has emailed to those on the contact list. GF will continue to promote this on social media.

Lime Street Opening – Visit and PR gone ahead. Lime Street – a month on. PR update on how the new office is going and what types of crimes are being reported – completed.

Upcoming work & projects – For GF.

- Media invite has been sent to media for Signpost Launch. Interview arranged with 3CR to discuss website, but will also include Shefford. Signpost PR to be sent to *all* media.
- Collect all photos – just waiting on additional ones from Andy on a memory stick. Will then categorise all in photos folder and update everything required. Website costs - £60 +VAT per banner.
- Blog section on website, newsletter and social media. PCC visits and columns.

JM explained that the PCC was going on 3 counties radio tomorrow, to discuss the upcoming meeting in Shefford on Thursday night. GF stated that she wanted to make all aware that NM has raised concerns as he does not want the PCC to be ambushed on the Public Meeting. GF and NM will attend a meeting with the PCC on Thursday at 11am to deliver a full briefing to her on the policing of Shefford.

BW requested for CK and JM to ensure the PCC is aware that she needs to be very careful regarding discussions on gangs, if she is questioned about this during the public meeting



<p>9.</p>	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses updated (to note) <p>Discussions were had regarding PCP and PCC date – ACTION – NG to ask PCC about dates for PCP holding the precept discussion. Once this discussion has been had with the PCC, NG has to inform CK and PG. CK suggested holding the 20th February 2018.</p>	<p>NG</p>
<p>10.</p>	<p>AOB</p> <p>Discussions were had surrounding plans for the annual report, and it has been confirmed that the PCC wants to ensure a 2 year on document is drafted. CK set an action – for a working group to be developed and dates set for meetings.</p> <p>CK explained that the annual report information which has been being added to annual report spreadsheet needs to be added into the Annual Report. The first draft for this needs to be completed by the End of February 2018. KB has set a meeting with CK to be had on the 19/01/2018 – to speak through CK expectations of what data is needed.</p> <p>CK asked for all members of the team when they are completing their BRM reports (which KB only received 2 this month) when explaining big projects or events there has to be evidence on your papers which pledge they link with. This will ensure compliance throughout the annual report and it will make the task easier when drafting the report. KB and SD have set time aside to go through events and decisions against the pledges.</p>	<p>CK</p> <p>CK</p> <p>Whole Team.</p>