



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

MONTHLY BUSINESS REVIEW MEETING

Tuesday 3rd September 2019 at 14:00, Executive Conference Room 1

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Phil McCarthy (PMC), Katie Beaumont (KB), Susie Moid (SM), Sheila Greer (SG), Mary Robinson (MR) and Antonina Belcheva (AB).

Apologies: Zoe Fraser (ZF)

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the Business Review Meeting (BRM).</p> <p>CK stated that the last few BRMs have been cancelled due to operational issues and annual leave however is assured that issues are still being discussed and rectified due to our weekly comms cell.</p> <p>Minutes from the last meeting were all agreed.</p>	
2.	<p>Actions Update:</p> <ol style="list-style-type: none"> 1. CK stated let's remind ourselves of role profiles. PDRs will be set for the year. Can everyone go back to their office role profiles that we did in the summer in readiness for this – To remain open – update - There is an official update below however CK informed all that we should be having one to ones with PMc. 2. CK explained that she has requested that PMc set up dates 3 weeks prior to each PCP with CK/KB and PMc to attend to set agenda and ensure all papers are ready. Update – this is ongoing and PMc and KB need to ensure this is being completed. 3. CK requested that ZF share the timeline/script to be shared to all OPCC staff, so everyone is aware of their duties on the big day. – Complete 4. Legislation/Publication – CK explained that the inspection report has been released and a response needs to be drafted by CK – it was raised at Strat Board item 9 – so the letter needs to be drafted and sent back – Complete 	<p>PMc</p> <p>PMc/KB</p>



	<p>5. Criminal Justice – CK asked CH and AB to work on this and provide a briefing to CK – Update – PMc to sort out generic email address for Criminal Justice and meeting dates – as Sept board needs to be cancelled</p> <p>6. Strategic Board – Set for the 30th July – SW to set Agenda and prep 2 weeks before. Once minutes have been authorised, need to be added to the website. – UPDATE – All need to review meetings and diary pages and add everything they own</p> <p>7. SARC Action – CLOSED – PMC continuously working on this.</p> <p>8. Discussions were had about NHS money being given to the OPCC and distribution. CK asked AB to write up a contract – and back date the document. Update – Complete however AB to check Auditors got relevant contract.</p> <p>9. Faces Visit – Complete</p>	<p>PMc</p> <p>ALL</p> <p>AB</p>
<p>2.</p>	<p>Chief of Staff Update:</p> <p>CK asked for APCC to be added as a standing agenda item to the BRM meeting for MR to be able to inform the team what has been submitted and what is outstanding.</p> <ul style="list-style-type: none"> • Office Updates <p>PDR 1-1s are to be set with Office Manager</p> <p>APCC- to become a standing item on the Agenda – CK asked MR to review the APCC email for forensic capability and to check if a response was sent out and to get back to CK with what has happened.</p> <p>Stop and Search Meeting – Logging thanks to ZF for stepping in at the last minute.</p> <p>CK stated there are still mistakes on the diary pages and this is unacceptable - when a date changes for an event or a meeting – please ensure this is being changed in the diary sheets too. CK explained that October is very heavy with meetings and events and for all to check the correct date is on diary sheets.</p> <p>CK stated that the 10th October was the rural handbook launch and that PMc should take the lead on this.</p> <p>CK had SIRO training booked for the 1st October 2019 – needs to be cancelled and rebooked by SG. Has been rebooked now for 16th June 2020.</p> <p>3 October – CK and KB attending the complaints reform workshop.</p> <p>November meetings which need review:</p>	<p>KB</p> <p>PMc</p> <p>MR</p> <p>ALL</p>

KB explained that she has reviewed all FOIs/Information requests which were received upcoming to the elections in 2016 and has drafted a chart to what information we need to collect (OPCC) as KB/CK anticipates we will get the same requests. KB stated she has sent emails out to individuals requesting the information which we will need to include in familiarisation days.

- **Strategic Board**

With the months focus being on the rape review, PBB and exit interviews.

Strat Board – Thematic – CK and OPCC suggesting what to raise and discuss is working well. Please let CK know if there are any other ideas to what to raise and monitor through Strat Board.

CK explained that there is going to be Exec away day to organise portfolios and moving forward. DCC Rodenhurst beginning his role and CK things this is going to positive for the exec.

- Police and Crime Panel

New focus of the panel is on some things we have done before. Direction, PBB, Estates and Hubs. The PCC did not attend the August meeting, however the panel members were not dissatisfied with what they were provided with. CK explained PCP is Bi-Monthly meeting which is holding the PCC to account. PCP discussions surrounded the milestone plan and showing that we only have 20% of work remaining to be completed. PMc and KB to set meetings prior to PCP to set out which papers need to be drafted.

- Eastern Region Alliance Summit (7 force)

This meeting is set for this week - no concerns

- Strategic Governance Board (JPS / ERSOU)

Set for Next week – no concerns

- Legislation, Publications, Consultation updates

Rape review being completed.

No HMICFRS

CK explained that Beds Borough have released a Housing consultation – CK asked PMc to complete this – PMc to meet with Pete Knowles and complete the consultation.

PMc/KB



	<ul style="list-style-type: none"> • Business Continuity – any issues <p>Grab Bag, is it in place with all new team member details – it was confirmed that all details are in the grab bag – however hooks still needs to be purchased. Hooks have been purchased 06.11.2019.</p> <ul style="list-style-type: none"> • Milestone Plan <p>Work plan is saved in office admin for all to review. We have completed 80% of the overall work plan – 20% needs to be completed before end of PCC term. All reports are being reviewed against the Milestone plan. CK is also going to be reviewing the PCP work plan to ensure completion before end of term.</p> <ul style="list-style-type: none"> • Audit <p>Audit result on Commissioning substantial assurance</p>	
3.	<p>Governance:</p> <ul style="list-style-type: none"> • Strategic Risk Register <p>No new risks identified – KB will be working with CK moving forward on SRR and JAC.</p> <p>SRR was discussed and the upcoming PCC elections were discussed as a potential factor to be considered. ‘Representing the people’ – mitigation will be added regarding the information packs to what and cannot be completed by PCC during ‘Purdah’.</p> <p>J.A.C</p> <p>Audit result on Commissioning substantial assurance – this has been added as mitigation to the SRR.</p> <p>There were recommendations which were highlighted in terms of the Commissioning process which have already been worked through by CK and AB.</p> <p>No other Governance concerns to report on.</p>	
4.	<p>Meetings</p> <p>Discussed above – please see minutes above.</p>	
5.	<p>Project Updates</p> <p>PMc went through his current project and provided updates:</p>	



	<p>'Direction' – PMC explained that a meeting has been booked in for October to review 6 month report and the service '6 month review'.</p> <p>SARC – PMc explained that the lease is currently with Legal – CK asked for PMc to sort out lease and get signed in 2 weeks when PCC returns. PMc explained that they should have the amount which the amendments have cost. Jackie Sebire asked for her thanks to PMc to be logged.</p> <p>CK and PMc to discuss floor plans and rooms on Monday – PMc to set date in diary. As the measurements need to be reviewed.</p>	<p>PMc</p> <p>PMc</p>
<p>6.</p>	<p>Compliance:</p> <p>KB asked all to ensure there area papers were with her prior to the meeting as she has not received any this month again only the Commissioning and CoS paper. KB asked for all to submit as this really helps with minutes.</p> <ul style="list-style-type: none"> • Complaints <p>KB explained that the minor dissatisfactions continue to be dealt with by MR, which is working well, they will still be passed directly to the Force once permission has been given for review and response.</p> <p>Reminder to all staff within the OPCC – we as the OPCC cannot review or investigate any complaints against the Force, only complaints against the Chief Constable. So please remember this when receiving emails or phone calls from members of the public – if you are unsure with the approach to take please ask KB or MR.</p> <p>Also if complaints are received by the Commissioner in her inbox or post – please ensure these are being passed to MR for response. PCC delegates complaints function to her Office.</p> <p>One CC complaint – still waiting for an outside force to take on the investigation – KB is continually monitoring this and updating the complainant.</p> <p>Complaints Reform – a lot of work is being completed surrounding complaints reform and the PCC decision to adopt model 1.</p> <ul style="list-style-type: none"> • Freedom of Information/DP/GDPR <p>1 FOI completed for Mr XXXXXX – ICO Complaint acknowledged 12/08/2019, however awaiting an additional information from the ICO to which information they wish to receive and questions, which the OPCC will have to answer regarding exempting information.</p> <p>SAR – Ex-Employee received – working with ICT to receive all emails which have been requested – as there seems to be an ICT server issue.</p> <p>ICO Review of Data has been agreed by CK. Initial call has been set for the 9th September with the ICO and for the review to be completed on the 9th October – findings will be a part of UK wide review of all OPCC Offices.</p>	



- ICVs/Dogs

ICV Panel meeting tomorrow – mandatory ICVA training taking place – Mental Health.

We have 1 new ICV which has been trained and is now ready to get started on his shadowing visits in custody – really good for the scheme as numbers have dropped due to ill health, retirement.

4 new ICVs have also passed the interview stage and are now awaiting vetting to come through, so can sort training days to come through.

Queens Award for Voluntary Service has been sent to the High Sheriff ready for submission for the scheme.

- Legally Qualified Chairs (LQCs)/Misconduct panels.

Recruiting LQCs continues as a region – awaiting closing date for applications which is the 8th. 11 applications have been received to date, however anticipate a lot more once we get closer to the closing date.

- Decisions

- Permanent Custody and Office Accommodation.
- Sale of Police Houses

- Website Compliance – Specified Information Order

We have received many emails from one member of the public surrounding publication of items and transparency. Website review to be completed – also prep for next year's CoPaCC transparency award will be coming up.

- Late Night Levy

Full review of previous documentation has been completed and the decision has been made by CK that Late Night Levy will not be approached again until the legislation has been changed to be able to target specific areas within Bedfordshire, this is due to feedback given last time from the Local Authorities surrounding Late Night Levy.

- Audits

Commissioning Audit – as stated previously we have received substantial assurance which is great for the OPCC.

- OPCC Policy Review

No concerns.

- Pension Forfeiture



	<p>KB has been working with CK on Pension Forfeiture and submitting information to the Home Office,</p>	
<p>7.</p>	<p>Commissioning & Victims:</p> <p>CK stated that AB and CK need to have a meeting to discuss the next Commissioning process. CK has asked for AB to make a plan surrounding the process and surrounding the 6 monthly return as it is a substantial piece of work which she will be completing.</p> <p>AB to review unsuccessful projects for Serious Youth Violence (SYV). Full chart of all has been submitted – a comms piece then needs to be completed on successful applicants so the individuals can be informed of the result. AB stated that she needs to know more information on where to submit their invoices and addressed to whom as it will not be the PCC - CK stated she will discuss with her at their separate meeting.</p> <p>CK informed all that the 'Signpost' – Victim service – is currently going through a Post Implementation Review (PIR) which will take approximately 5 to 8 weeks to complete. Ab to work with CK throughout.</p> <p>AB went through the breakdown of money and stated there has been a slight underspend for MOJ – however this underspend monies has been highlighted to be spent on victims with additional services. CK thanked AB. AB stated that the MOJ money needs to be spent by 31st March.</p> <p>Discussions were had surrounding the SARC and Independent Sexual Violence Advisors (ISVAs) – Decision was made by CK that £60,000 of the 2020-2021 budget, KB to draft decision and present to CK.</p> <p>AB stated she has sent CK the Victims Code Consultation survey – deadline is the 11th September which needs to be met, so can CK please review AB work and let her know if any other aspects need to be completed.</p> <p>AB explained that the OPCC has allocated more funding to Unseen to support their Modern Slavery helpline and Suzy Lamplugh supporting their Stalking Helpline</p> <p>AB stated with commissioning monitoring - Mid-September expecting results on Youth Endowment Fund Application.</p> <p>AB explained that not all organisations for victims have been in Signpost so this will need to be reviewed as current Grant Agreement has a clause stating that they all need to attend and provide half day presentation to Signpost. AB to discuss with CK outside of BRM meeting.</p> <p>AB stated that she has received the Government Review into the CJS Response to Rape and Serious Sexual Offences - Request for information to be returned on 6th</p>	<p>AB</p> <p>AB</p> <p>CK</p> <p>AB/CK</p>



	<p>September. PMc will be asking Jackie Dadd (Force) for support in completing. PMc has taken the lead on this request.</p> <p>AB stated she had attended the Serious Youth Violence Board in Bedford and found the meeting beneficial, however not many partners were present and more statutory agencies were presented and took actions. AB asked Reactiv8, FACES, Link to Change to be attending these meetings. As AB will be attending now regularly will be able to see if agencies start to engage more.</p> <p>AB held the Partnership Network Meeting on 10th July and received very positive feedback. Agencies felt that now they are aware of what their partners are doing and how they can support each other. For example Atten10tive is now supporting RAMDA in delivering some workshops.</p>	
<p>8.</p>	<p>OPCC Comms and Events</p> <p>CK explained to all that ZF is currently covering the comms role as we haven't received applications to cover the maternity period.</p> <p>The newsletters are due to be sent out, however she has not received an introduction. CK stated she will sort this out and feed back to ZF.</p> <p>CK stated she will be asking ZF when she returns from leave, to organise the Youth Ambassador Launch.</p> <p>Community Awards – 19th September 2019 – SM holding the OPCC fort, to ensure the office is being covered. CK/PMc/KB/AB/ZF to attend the event – MR and SG are on AL - briefing will be sent out on ZF return.</p>	<p>CK</p> <p>ZF</p> <p>ZF</p>
<p>9.</p>	<p>Executive Personal Assistant Update:</p> <p>SM explained that finding space in the PCC diary is difficult. Before anyone in the office puts anything in the PCC diary – ensure they go through CK and SM before sending events etc.</p>	
<p>10.</p>	<p>APCC</p> <p>CK asked MR to ensure that all APCC requests are brought to BRM and Comms Cell to ensure everything is completed on time.</p> <p>CK wants all APCC items to be listed at each BRM so:</p> <ul style="list-style-type: none"> • Deadlines missed • Deadlines met • Needing to be completed • Coming up • Allocate to <p>KB emailed APCC to ensure that all emails are sent to the PCC@bedfordshire.pnn.police.uk and MR will allocate the emails out to the OPCC –</p>	<p>MR</p>



	so if you receive an email from PCC please read as the majority of APCC emails do have actions on it.									
11.	<p>Key Contacts Spreadsheet:</p> <p>No contacts raised.</p>									
12.	<p>Annual Report & Decisions Log:</p> <p>KB reminded all that if any decisions are being made during meetings – please let KB know as decision papers need to be drafted.</p> <p>Annual Report – CK talked through the Annual Report schedule. CK stated that it needs to be completed before ‘Purdah’. The PCP Annual Report version has to be completed for the PCP meeting on the 7th April 2020.</p> <p>All to review their duties in the annual report such as</p> <ul style="list-style-type: none"> • Decisions – KB • Events/Comms – ZF • Commissioning – AB <p>Confirmation of printers for the Annual Report to be confirmed by CK.</p>									
13.	<p>AOB</p> <p>Actions from BRM sent to whole team on 06.09.2019 before minutes were completed –</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>APCC email regarding Forensic Capability – MR to chase whether or not this has been responded to and let Clare know.</td> <td>MR</td> </tr> <tr> <td>Check Diary dates and ensure all dates are correct – as some dates are known to have been changed however they have not on the diary sheets. Meetings and Events.</td> <td>All</td> </tr> <tr> <td>CK – SIRO – Training – CK cannot attend – SG and KB to discuss</td> <td>SG emailed organisation cancelling awaiting an email back. If we do not hear back – call needs to be made.</td> </tr> </tbody> </table>	Action	Owner	APCC email regarding Forensic Capability – MR to chase whether or not this has been responded to and let Clare know.	MR	Check Diary dates and ensure all dates are correct – as some dates are known to have been changed however they have not on the diary sheets. Meetings and Events.	All	CK – SIRO – Training – CK cannot attend – SG and KB to discuss	SG emailed organisation cancelling awaiting an email back. If we do not hear back – call needs to be made.	
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	<p>Week Commencing 30th September – concern over number of staff out – AL/OSM. CK asked PMc to sort and let her know how it is going to be managed.</p>	<p>PMc to Sort.</p>
	<p>Criminal Justice date set for the 19th September – PMc to cancel and change. Let CK know.</p>	<p>PMc to sort</p>
	<p>5th Dec – Stop and Search – CK will not be attending – SG and PMc to attend. Ensure it is in there diaries.</p>	<p>PMc and SG</p>
	<p>Website – Survey date is incorrect – ZF extended the survey. KB to get date off of MR and change on Website.</p>	<p>KB and MR</p>
	<p>Website – Publications – CK asked KB to ensure that all HMIC reports are linked to reports.</p>	<p>KB</p>
	<p>CK wants Stop and Search minutes link need to be added to the website. As the minutes are not up to date.</p>	<p>KB</p>
	<p>CK has created template work logs for all and added some work onto them in order of priority. CK wants all to add there work onto the logs for there 1 2 1 with PMc.</p>	<p>KB</p>
	<p>Elections – CK wants KB to review old FOIs to ensure that we are aware of what candidates requested and we can add to information pack.</p>	<p>KB</p>

Beds Borough housing consultation – PMc to complete as soon as possible.	PMc	
KB to organise a hook to be hung behind the door for the grab bag.	KB	
When SRR is reviewed for Dec – J.A.C – consideration to be given on adding elections to the SRR.	KB	
Commissioning – CK asked AB to make a plan concerning all regarding commissioning, 6 monthly returns and the next commissioning process.	AB	
SYV – Unsuccessful candidates have not been informed. CK requested for AB to draft a press release/comms piece regarding the successful candidates – so unsuccessful candidates will be informed.	AB	
Post Implementation Review – Signpost – AB to work with CK.	AB/CK	
Decision needs to be drafted - £60,000 has been promised to ISVAs for the SARC for 2020 -2021.	KB then get PCC to sign	
Newsletter is due to go out. PCC did not give introduction before AL, so CK to draft introduction.	CK	



<p>Community Awards – 19th September 2019 – SM holding the OPCC fort. CK/PMc/KB/ AB/ZF to attend the event – briefing will be sent out on ZF return.</p>	<p>ZF</p>	
<p>Discussions were had surrounding annual report (Glossy and PCP Version) – PCC last report. All areas need to have their work completed surrounding this</p> <ul style="list-style-type: none"> • AB – Commissioned services against priorities • KB – Decisions against priorities • ZF – Events against the priorities • CK/PMc – Press releases against the priorities • CK/SG – Discuss printers for the annual report (Glossy Version) 		
<p>CK thanked all for attending and stated it was a really good BRM.</p>		