



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

MONTHLY BUSINESS REVIEW MEETING

Monday 17th December 2018 at 13:00, Executive Conference Room 1

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Claudia Profeta (CP), Phil McCarthy (PMC), Katie Beaumont (KB).

Dialling in: Grace Foster (GF)

Apologies: Sam Denness (SD), Sally Wright (SW)

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the 12th Business Review Meeting (BRM).</p> <p>CK explained that the reason why we have not had a BRM since the summer is due to staff shortages. CK stated that this meeting was important to have today as BRM is used as a tool for Audit Purposes and Governance as there are mandatory topics which need to be discussed each month.</p> <p>Minutes from the last meeting were all agreed.</p>	
2.	<p>Actions Update:</p> <p>CK stated that she has reviewed all outstanding actions since August and has closed many as they have been completed, however there are 2 outstanding, which are:</p> <p>Action 1 - 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 infographics for social media. GF will be taking short videos or blogs and the themes are to be confirmed.</p> <p>Update of action - CK has asked GF to find out the date for next year's Crime Prevention Week and notify her of this date. Then GF needs to plan social media/press release etc for Crime prevention week and link with CP to discuss new Tool Watch App.</p> <p>Action 12 - Go into Bhouse section and do a check on all files. Let's work together through the Summer – CK has asked all for this to be completed ASAP.</p> <p>Update of action – CK has asked all within the OPCC to review their own area files</p>	<p>GF/CP</p> <p>All</p>



	<p>call, it was highlighted that the Tri-Force needs to come together along with PSD/OPCCs to go through the legislation and agree on process. This was agreed by all – so workshops begin in the new year with going through the legislation. KB will keep all updated.</p> <p>CK also informed the office that there have been changes in legislation regarding the NCA – CK stated that she has reviewed and Beds Police are adhering to it – Jackie Sebire is the lead regarding this regarding intel and contributing to the County lines and the bigger picture.</p> <p>Business Continuity – CK informed all that there are currently 2 vacancies which have been put out – there has been a considerable delay on one of the roles due to HR not uploading it on to the system. The timescales cannot be changed – cut off is the 28th December and the interviews will be held on the second week in January.</p> <p>Office information – Julie Maddocks has resigned – HR have took the lead in the process – David Old is working through plans.</p> <p>KB asked if the office could contact JM to let her know she will be missed etc. CK confirmed for the office to wait to contact JM as HR are dealing with everything and is unaware if JM would want to be contacted.</p> <p>CK thanked all for all their hard work over the last couple of months with the current staffing levels being what they are. CK stated that we are all covering things and she believes this will continue till approximately March 2019. CK asked all to be considerate of every member of the team, we all have priorities with each piece of work. If anything is urgent this needs to be flagged to CK.</p>	
<p>3.</p>	<p>Governance:</p> <p>SRR – went to JAC and was well received. Force is adding BREXIT onto the Risk Register, it has not been added onto the OPCC as force is managing closely. Risks have not changed or any of the levels on the SRR.</p> <p>CK stated that there were some actions which she wasn't fully aware of regarding JAC, she has asked for her to be made fully aware of all actions before the JAC meeting.</p> <p>CK has completed a review for work completed by the PCC and OPCC and it has been highlighted that we are 80%/85% complete for the four year tenure. We are in a relatively good place.</p>	<p>PG</p>
<p>4.</p>	<p>Project Updates</p> <p>CK asked PMc to complete the Direction and ACES project papers for the PCP. CK stated that between January and March we are not going to be doing anymore projects until late spring – CK will be raising this with the PCC.</p>	



	<p>Direction – CK informed PMc that the PCC wants this to be delivered by April 1st. 3 months to complete and there is a lot of work to be completed. CK has directed PMc to begin to give apologies for less important meetings as Direction is the priority. It is a flip on signpost – offender focussed.</p> <p>PMc explained that his focus is also on ACES work. PMc stated that he has had engagement with Luton however there has been no input from Bedford Borough or Central Bedfordshire. PMc explained that NHS/Probation have advanced where Aces start in school. Bedford Borough hasn't come forward, they are standing back. Practitioners want to expand this not just to child experience, also to trauma. PMc stated he is linking with schools/magpan to do some work and he will ensure that he links offender hub and ACES together.</p> <p>PMc got to look at the process to review where the gaps are. PMc stated we have the buy in at practitioner level however not with the strategic senior level.</p>	
<p>5.</p>	<p>Compliance:</p> <ul style="list-style-type: none"> • Complaints <p>KB explained that the minor dissatisfactions are still being passed directly to the Force once permission has been given for review and response.</p> <p>We have one CC complaint outstanding which is currently being investigated by an outside force in line with the FOCUS guidance by the IOPC – we anticipate the final document to complete in the new year.</p> <ul style="list-style-type: none"> • Decisions <p>KB explained that she is only aware of the 1 decision for this month which has been completed by Antonina. KB asked for all to keep her updated when decisions have been made and papers are needed.</p> <ul style="list-style-type: none"> • Website Compliance – Specified Information Order <p>KB explained that all info has been submitted to CoPaCC and she is awaiting confirmation from CoPaCC to whether or not we are going to be awarded the transparency mark for the second year.</p> <ul style="list-style-type: none"> • Audits <p>KB explained that she was a part of the Audit provider process – RSM have been awarded the contract. KB explained that she has been informed by IMD that a data protection audit is due to take place in January – the OPCC will not be audited however KB will be double checking across the standards to ensure compliance. KB also explained that CK and her have a meeting with Andy Gilks regarding the DPO function and DP work moving forward. KB explained that she is going on a DP course on the 7th January till the 11th.</p> <p>CK stated that there was an estates Audit and there was a lot of recommendations – CK asked KB to review the audit and recommendations and to make her aware of the recommendations so we could monitor as the PCC is responsible for estates.</p>	



	<ul style="list-style-type: none"> • OPCC Policy Review <p>KB has reviewed all – with no concerns.</p>	
<p>6.</p>	<p>Commissioning & Victims:</p> <p>CK stated that Antonina has been absolutely excellent, GF has uploaded everything on to the website.</p> <p>Commissioning brief is 3 fold:</p> <ol style="list-style-type: none"> 1. Signpost – continued service 2. Early intervention – What we can do to prevent criminality - Schools 3. Direction – setting it up/ services we need to run <p>GF asked whether or not there is wriggle room as she knows that cyber would like to bid for another vehicle. CK stated there will always be things we want to have however we haven't got more money so we have to ensure it is given to projects which are needed. Cyber will have to go through the process and we will have to manage expectations.</p> <p>Workshops are due to take place on</p> <ul style="list-style-type: none"> • 19 Dec – 10am to 1pm • 3 Jan – 1pm to 3pm <p>GF has put on Social Media, GF stated that it is also going out in Beds Hour tonight.</p> <p>CK explained that she and AB will be speaking to people over the phone, not actually meeting – we have to remain transparent and the stance is that no one will be met – discussions can be had over the phone.</p> <p>Applications are due in by the 11th January where the application process will close. CK stated the applications will be sent to Local Authorities, to ensure we are not funding the same thing and perhaps looking into joint funding. Also it has been highlighted that we may receive applications which may fall as a mandatory function of the local authority – so this needs to be a priority.</p> <p>PMc/CK will be completing the reading and review using a RAG matrix, as lessons learnt from last year highlighted RAG matrix would be the best process moving forward. Projects which are highlighted as AMBER may be reviewed to co-commission.</p> <p>When all have been through the process and placed on to the RAG matrix, they will all be discussed with the Commissioner. Then panels will be set. Panels will consist of Chief Exec, PCC, Paul Cain PCP, 2 guest judges per panel – which have been requested already.</p> <p>CK stated that AB will require a hand between this time – AB will be assigning people</p>	



	<p>and requesting for their help, so please offer your help if she needs it.</p> <p>At the end of the process all will be notified of their outcomes by the 25th March. All paperwork will needed by the awarded bids as soon as possible – no delay. The Rationale for the notification on the 25th March is because people may recruit year on year and they have to let people go if not awarded – we were informed of this concern last year.</p> <p>GF stated that she has contacted organisations for testimonials to put on Twitter/Social Media to promote the Commissioners grant fund. GF asked CK if there were any organisations that she should not use. CK asked her to use Anne Frank Trust and Roads Victims Trust at this time – nothing else. GF agreed to only use these 2. GF stated she will do a countdown to the closing date.</p>	
<p>7.</p>	<p>Media/Events/Engagements:</p> <p>CK asked for GF to complete the piece of work to help understanding of what the OPCC does – GF stated that she was meeting with comms to fill in any gaps and will feedback to CK.</p> <p>CK stated that the next public meeting is Houghton Regis. CK wants GF to lead on the booking and organising – GF to also complete the PCC briefing.</p> <p>GF stated she needs assistance with eventbrite – CK asked for to make contact with SD today as SD will be leaving us and this needs to be sorted before she leaves. GF to contact Sam today.</p> <p>GF stated that the content is not there for a full newsletter, so she believes a short newsletter will be better with season's greetings will be good to go at the end of this week. CK agreed this method for xmas newsletter.</p> <p>CK asked for GF to work with Comms to set up the next 6 months events and comms and ensure we are linked with the Force. David Old has explained that comms already have the spreadsheet GF just needs to work through it and update it with OPCC events and shared with the team. This needs to be done as soon as possible. CP stated that the OPCC does have a log in and this has been confirmed so GF just has to log on. GF stated that themes are not on the spreadsheet (weekly) so GF has to link with comms to set a plan about themes.</p> <p>CK went through Events and Engagement and brought up the working spreadsheet for all to see where it is kept and to know what it looks like.</p> <p>15 Jan – In Yellow – Houghton Regis – SD is putting all her notes into the file and imbedding them into the spreadsheet – GF is doing the PCC briefing for this event.</p> <p>APCC – Deep Dive Civil Contingencies session – PCC Portfolio – is too short notice to complete a national event in January. The date which has been set is the 21st which is on the same date as the winter conference – Community policing – OPCC is already assisting with this event. CP stated that she has a meeting tomorrow at 13.30</p>	<p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p>



	<p>with Jim Lunn to discuss this. CK stated that nothing has been done by the Force, no planning has been completed for the January event.</p> <p>CK is asking the PCC to postpone the national event.</p> <p>12th February – Flitwick – Public surgery – GF to complete briefing for this to –agreed by GF.</p> <p>No more road shows until later on in the year approximately June 2019.</p> <p>The PCC will be visiting schools on the 18th March, 25th March, 2nd May.</p> <p>CK stated that she will not be agreeing to anymore events in March as we are going to be very busy.</p> <p>PMc asked what would be happening with the Young Drivers Event – he stated that he has a contact Tim Oxley in Central Beds and he could get him on board to assist. PMC to link with him however do not cement any dates yet. GF stated that the Roads Safety Week is normally in November so we could set a date in November 2019. CK to consider.</p> <p>Force Events</p> <p>CP has made contact with Leroy regarding the Tool Watch App. Need to involve other departments within the Force – needs to set a date for working group to be set up.</p> <p>In force awards – Jackie Sebire meeting is to held in January. CK stated she has spoken to J Sebire about completing a mapping exercise – merge with the OPCC then no clashes of dates etc will happen. ACC to chair – CP to add onto the Agenda.</p> <p>CK asked CP to ensure that all venues used have an equality statement – CP has requested this of venues however the majority do not have specific equality statements – CK stated it needs to be inclusive policy. CP stated that nothing was being flagged to her as a major concern – she has completed the checks and balance. CP to finalise all checks.</p> <p>CP stated she is also doing the Community Cohesion Thank You Event which is being held on the 1st February 2019. All invites have been sent out by CP, responses are beginning to come in. Luton Hoo Conservatory is the venue – got a good deal. CP assured CK that everything is on schedule. Awards need to be engraved. No winners of award know until the evening.</p>	<p>GF</p> <p>CK</p> <p>CP</p>
<p>8.</p>	<p>Executive Personal Assistant Update:</p> <p>CK gave apologies for SW. CK stated she has looked into the dates of the diary.</p> <p>SW has also been shown how to complete the PCC expenses.</p>	



<p>9.</p>	<p>Key Contacts Spreadsheet:</p> <p>CK asked for if any new names were added due to the partners event these need to be added on to the Spreadsheet/Partners Database.</p> <p>Such as Sharon Safetonet – has she been added?</p> <p>SD and CK made an information booklet/brochure for the partners event – they added a sentence stating that the OPCC did not endorse it. Statement was key with any event we should do this, as an organisation reported by signpost.</p>	
<p>10.</p>	<p>Annual Report & Decisions Log:</p> <p>CK stated that she sent an email around to all highlighting duties of the team, which stated:</p> <p><i>Katie: Template complete and has sent to all.</i></p> <p><i>Complaints summary for the year and any ICV issues to log and decisions. Katie we will also need budget report and year end forecast from Phil Wells.</i></p> <p><i>Antonina – Katie made Bethan a list of how each commissioned service links to a pledge. Could you use that guide to write a statement about the success of that service under each relevant section.</i></p> <p><i>Sam- Using your guide of how event slink to pledges can you write a success piece about each event under each pledge</i></p> <p><i>Phil M – projects could you write an update piece on things like aces, sarc, boost, and link to relevant section. For performance we are going to struggle as we usually use the quarterly reports, which we haven't had in ages because of Athena, can you talk to Edward and see what he thinks we can do, can you let him know timescales please.</i></p> <p><i>Grace- You will need to compile the full press release folder for the PCC to have on Jan 17th, but also can you link every press release to a pledge please. Take a look at the events list Sam has as this pretty much should cover most comms. Not a full lift of the press release, but the date / title and key message of the release.</i></p> <p><i>Clare; Intro / risk / governance / look forward</i></p> <p>Discussions were had surrounding the Annual Report – CK asked for GF to link press release to pledges – KB to send the decision spreadsheet on to GF so she knows what is required.</p> <p>CK stated she does not want the whole press release imbedded into the annual report just a small paragraph per one. CK stated she still wanted the full press release folder to be completed in addition to this.</p> <p>CK explained the two reports, one which is mandatory and has to be completed to be</p>	<p>KB</p>



	compliant with legislation and the glossy report which is completed on the request of the Commissioner.	
11.	<p>AOB</p> <p>Discussions were had surrounding Purdah – CK stated that it is 13 months away and preparation has already been completed by CK and KB. PCC cannot be in the office at this time or make any decisions. We have to ensure we know of all engagements.</p> <p>CK would like to formally Thank SD for her dedicated service and team spirit to the OPCC, we wish her all the very best in her new career.</p> <p>CP thanked all for helping with the Embrace wrapping – we wrapped 300 presents.</p> <p>CP informed all the Better4Beds decision is with the Chief Constable on the theme. No planning has been completed – J Sebire is the lead on Better4 Beds – CP will feedback when she knows more.</p> <p>GF stated JM is her line manager – so CK needs to contact HR that this has now changed as HR will continue to send things to JM. GF to send CK the email from HR and CK will respond to HR regarding this.</p>	GF/CK