



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

MONTHLY BUSINESS REVIEW MEETING

Tuesday 21 August 2018 at 12:30, Executive Conference Room 2

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Ellie Brown (EB), Claudia Profeta (CP), Phil McCarthy (PMC), Nuala Dagnan (ND), Pauline Gibbons (PG), Katie Beaumont (KB), Julie Maddocks (JM)

Apologies: Bethan West (BW), Anna Akerman (AA), Phil Wells (PW), Grace Foster (GF), Sam Denness (SD).

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the 11th Business Review Meeting (BRM).</p> <p>Minutes from the last meeting were all agreed.</p>	
2.	<p>Actions Update:</p> <p>Action 1 – Email sent to Antonina on the 19.09.2018 regarding this action – update to be given at next BRM.</p> <p>Action 2 - 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>CK stated that pro-active media plans need to happen – link with Comms – GF to update at next meeting.</p> <p>Action 3 - 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 (Complaints).</p> <p>KB explained this is still outstanding due to waiting for the information to be passed by the Force. Chaser email sent – deadline given 21/09/2018. KB will update at next BRM.</p> <p>Action 4 – Closed by CK</p> <p>Action 5 – GDPR Action – This is a part of the staffing review. Decision will be communicated soon. Decision paper will need to be drafted.</p> <p>Action 6 – to confirm with CK when the Police Award Selection Panel should take place and add to the annual plan.</p>	<p>AB</p> <p>GF</p> <p>KB</p> <p>KB/CK</p> <p>CK</p> <p>CK</p> <p>CK</p>



	<p>Action 7 - Offender Agenda – Looking at pathways to the semlep bid – owner changed to CK – On-going</p> <p>Action 8 – Closed by CK</p> <p>Action 9 - CK stated that she would like KB to fully review the Police and Reform Act and the statutory/mandatory functions of the PCC to feed into the forward plan – completed by KB and sent to CK. CK to continue work on this.</p> <p>Action 10 - LQC - AA attended the LQC meeting last week (KB could not attend) – KB requires an update from AA to any actions which need to be completed – is a decision needed – KB emailed AA for recent update on 19/09/2018 – awaiting feedback.</p> <p>Action 11 - Key contacts made - CK stated that this aspect of the agenda is really important – this needs to be raised through BRM. KB explained this will become even more important after GDPR 25th May – as all contacts and personnel information needs to be logged onto the Information Asset Register. ICE: AA and BW working with Big Local Fund Contacts to identify opportunities for investment in crime prevention and community safety work/resources within the Kingsbook and Caldwell wards. AA working with Dr Iain Britton (Northants Uni) on Review of Special Constabulary and Volunteering. (Both pre-GDPR deadline but I will seek consent to hold contact data) Partnership Database – needs updating.</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>Action 13 – Closed by CK</p> <p>Action 14 - Compliance – CK dealing with this in KB's absence - Complaints – CK asked about the 10 Burglaries but CP said this is duplicate - Decisions- 4 new decisions on the website - Audits – all ok for us but Estates not so good to add to audit tracker. Need an update from CK.</p> <p>Action 15 - Commissioning – let's check earlier than 6 months if these are working. The OPCC funded Mary Seacole for a bed to use in custody however legislation changed last November. – Need an update from CK</p> <p>Action 16 - Business Continuity – if a team member is not here how do we cover? Need update from CK.</p> <p>Action 17 - Annual Report – events – drugs market to go in. – Decision log – Action - CK to sit with GF to ensure all up to date. - Need an update from CK</p>	<p>CK</p> <p>CK</p> <p>AA/KB</p> <p>?</p> <p>ALL</p> <p>CK</p> <p>CK</p> <p>CK</p> <p>CK</p>
<p>2.</p>	<p>Chief of Staff Update:</p> <p>CK explained that this BRM would be solely focussing on the next few weeks and the events which are taking place. All other agenda points are put on hold until after the</p>	



	<p>review.</p> <p>Tomorrow – 22/08/2018 – Dunstable 2 year on Road show. CK stated that the Force Exec will not be attending – however this may change. We know that Mr Boyle (Chief Superintendent) is attending. OPCC staff attending will be JM, PM and KB.</p> <p>Action – CP to add all dates into Dave Boyles diary – especially the 30th August 2018.</p> <p>CK had concerns and stated that every request which is sent to the Force must be sent in writing and this is <u>MANDATORY</u>. All in agreement.</p> <ul style="list-style-type: none"> • Tomorrow and the 30th August which is the Leighton Buzzard Road show will have the Commissioner hosting and showcasing the work which has been completed. *This changed later due to changes at Public Meeting. • 8th September 2018 – Police Fun Day – the PCC will be attending. Members of Staff helping at the Fun Day are CK, CP, SD, AA,PG, GF, KB, PM, JM. • Sandy Road Show on the 12 September 2018 – Helpers to be confirmed out of the office – CANCELLED**** Rescheduled for 29 October 2018. • 13th September 2018 – Annual Parish Council Event – CC attending along with the Commissioner. Check email has been sent out to CC, establishing community priorities. CK asked whether or not email has been sent to Councillors – confirmed by SD at a later date this had been completed. • 11th October 2018 – Young Drivers Event – CANCELLED ** Rescheduled for the New Year – 2019. • 8th October 2018 – Roadshow for Bedford – **Cancelled - rearranged for 22nd October 2018. • 16th Offenders Event which will highlight the 2019-2020 focus. Crime prevention Focus – the OPCC wants to identify where the gap is – linked with ICE. KB asked whether or CK was thinking of the Risk involved or perceptions of the public as our focus previously have been on Victims not offenders. CK stated she has already thought about it. • 7th November 2018 Biggleswade Roadshow – ***Cancelled – Rearranged for 13th November 2018 • 28th November 2018 – Shefford Roadshow – **Cancelled – rearranged for the 26th November 2018. CK asked for SD to book Nick Masters for the Shefford surgery specifically. • 11th December 2018 – Partner Event – Majority of speakers are not OPCC – Incorporate 2yrs on data with other partners data and incorporate commissioned projects – need to focus on the results. <p>Decisions are to be linked with staffing review. KB to liaise with CK after disclosure regarding decision papers.</p> <p>CK thank EB for all her hard work during her internship. She wished her luck in the future.</p>	<p>CP</p> <p>ALL</p> <p>CP</p> <p>SD</p>
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3.	Governance: No update	
4.	Policy: No update	
5.	Compliance: No update	
6.	Commissioning & Victims: No update	
7.	Media/Events/Engagements: No update	
8.	Executive Personal Assistant Update: No update	
9.	Key Contacts Spreadsheet: No update	
10.	Annual Report & Decisions Log: No update.	
11.	AOB No update	