



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

MONTHLY BUSINESS REVIEW MEETING

Monday 24th June 2019 at 13:00, Executive Conference Room 1

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Phil McCarthy (PMC), Katie Beaumont (KB), Sally Wright (SW), Chris Handley (CH), Zoe Fraser (ZF), Mary Robinson (MR) and Antonina Belcheva (AB).

Apologies:

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the Business Review Meeting (BRM). A special welcome to our new starter Mary.</p> <p>CK explained the function of BRM to MR. CK stated we have a weekly comms cell team meeting, however this is not minuted. The OPCC holds the force to account, however the OPCC needs to be held to account also and this meeting (BRM) aids this. The OPCC needs to be able to be reviewed and audited on work being completed. The Police and Crime Panel holds the PCC and her office to account however BRM minutes help their assessment. BRM minutes also assists with the annual report completion, pitching activity for the year and managing the priorities of the office.</p> <p>Minutes from the last meeting were all agreed.</p>	
2.	<p>Actions Update:</p> <ol style="list-style-type: none"> 1. CK has asked all within the OPCC to review their own area files on BHouse and archive what is not current. Update: Complete – CK asked for all to ensure that all files are managed and organised effectively moving forward. 2. PCP papers need to be submitted to CK on the due date (email has been sent out) – it is unacceptable for late submissions as this delays CK finalising the papers to be sent to panel and the PCP deadline cannot be missed. Also there are individuals within the team that did not complete the powerpoint on job roles as requested, so whoever is outstanding on this needs to be completed ASAP. Update: Complete – continue to be done throughout for every PCP. 	



3. 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.
Update: Date has been provisionally set for the 28th September.
4. In force awards – Jackie Sebire - meeting is to be 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.
Update: Complete
5. Wider discussion had on Annual Report. CK informed all that the PCC is writing the chapters for the glossy report – SW to keep all information which is passed to the PCC logged and kept in one file – CK will look at layout. Once every chapter is completed they will be sent for a mock up. PG to keep a log/record of all that have been sent off and returned. Update: Complete – PCP accepted the annual report – they were very happy.
6. CK assigned SW to be the main person for Twitter and Facebook and KB for uploading the press releases onto the Website. KB stated to all that the PCC likes for an image to be with any text if uploaded to social media – so all to be aware. Update: The PCC is the only individual using the FB account – CK needs to have a discussion regarding getting admin rights from the Commissioner. KB and CK have been using Twitter. CK gave an update regarding the press officer and recruitment process is ongoing. Update: Action has been completed and closed by CK.
7. Direction/Offender hub – CK informed all that PMc is the lead for this and for OPCC staff to keep the 2nd April 2019 in there diaries as the launch date for the service. CK asked SW to ensure that Matt Parr is invited to the event. SW stated she has saved the date with Matt Parr. PMc to send all details surrounding the event to SW so she can send full details to Matt Parr. Update: Complete
8. CK has requested a full brief from PMc to share with the team regarding the Direction Launch. PMc agreed to complete this and share. PMc anticipates he will need 2 OPCC members to help. Update: Complete
9. BetterforBeds - CK stated that the OPCC is not paying for it this year and this is to be challenged if the Force states the OPCC is. CP raised concerns to if the Force actually know that she is there Force Events Officer – CK to speak with J Sebire regarding this. Update: Closed by CK.



	<p>10. CK asked if CP has received the quote for Wrest Park – Manor House – CP stated that it fits 120 people and the quote currently sits at £2450. CK asked CP to look at other venues to fit 200 people. Update: closed by CK</p> <p>11. CK asked CP to keep looking for venues for the 'Community Hubs Award Ceremony' for the 2nd October 2019 and feedback to her with results. Update: Closed by CK</p> <p>12. SW stated she would look over the Partnership Database when she gets time. PG volunteered to go over the Partnership Database. SW thanked PG. Update: Closed by CK.</p> <p>13. 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</p> <p>14. KB asked CK to also request near miss reporting figures surrounding Custody to be reported also. CK agreed – Update – Closed by CK as being discussed at Strategic Board.</p> <p>15. 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. Update: This is still not happening – can all OPCC staff do this for next meeting.</p> <p>16. All decision papers have now been signed by the Commissioner – KB needs to upload all onto the website. Update: Complete – Closed.</p> <p>17. KB attended J.A.C and took the minutes – KB will be attending J.A.C moving forward. KB needs to receive handover from PG update: Complete</p> <p>18. CK stated Haynes public event and needs a briefing to be completed – KB to complete. Update: Complete</p> <p>19. 3 Year on – Report – Launch – 16 May 2019 – ZF to take on action when she comes into post full time. Update: Complete</p> <p>20. Vehicle App – Community Safety not supporting app – immobilise is already in use. It is free and rolled out Nationally. CK to make a decision. Update Complete</p> <p>21. Vehicle Campaign – Leighton Buzzard – April date set – CK has asked for this to be moved due to PCC foot. Look at May dates. Update: Complete</p>	<p>ALL</p>
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	<p>22. Family Fun Day – date set for the 1st September 2019. First planning meeting is due to take place in May 2019. KB asked whether or not you need ICVs/Dogs again? CK stated yes. KB to send email out to ICVs and contact Izzy at Hertfordshire.</p> <p>23. CK to look through the PCC diary and to make the necessary changes due to her injury. CK stated she would cover the evening events.</p> <p>24. Key Contacts Spreadsheet - PG to discuss with CK outside of this meeting. Update: Complete</p>	
<p>2.</p>	<p>Chief of Staff Update:</p> <p>CK gave an update surrounding the Police and Crime Panel (PCP) and the new panel which has been elected. CK confirmed that Paul Cain was elected as the PCP chair again and Ian Dalgarno was elected as Deputy Chair of the PCP. CK explained that 8 out of the 12 members for the PCP are now new and will need to receive the OPCC briefing/training about us/PCC and what we do. CK stated that she wants to ensure that as much information can be shared with the PCP to ensure the upmost transparency as the PCP are the body which holds the OPCC/PCC to account.</p> <p>CK gave the update that Garry Forsyth has been appointed the new Chief Constable for Bedfordshire Police and the paper and decision has been approved by the PCC and PCP.</p> <p>CK wanted her appreciation officially noted within the BRM minutes and wanted to thank all members of the OPCC for assisting with running the process in its entirety where the PCP and all partners involved were so please with the outcome and the transparency throughout the process.</p> <p>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.</p> <p><u>Team Update</u></p> <p>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.</p> <p>ERSOU – PREVENT team is working well within Local Authorities, prisons are also working good.</p> <p>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.</p> <p>CK asked KB to update the Grab Bag/Business Continuity be updated with the new employees – KB agreed – completed after meeting. CK explained the Grab Bag to all – this is a bag which is held within the officer which can be ‘grabbed’ quickly if there</p>	<p>PMc</p> <p>ZF</p> <p>CK</p>



	<p>is an incident and all staffs details are enclosed and emergency details of who to contact if there was an emergency.</p> <p>CK asked all staff to ensure that all events/meetings are included in the diary pages – these are extremely handy when audits are being completed. It is everyone's responsibility to do so.</p>	
3.	<p>Governance:</p> <p>JAC – SRR – CK explained that KB and CK will be reviewing the SRR moving forward and CK wants to add comments surrounding BREXIT and the victim's code of conduct.</p> <p>No other Governance concerns to report on.</p>	
4.	<p>Meetings</p> <p>CK explained that the ACES training was happening today which is great – AB and CH are involved in this training.</p> <p>JAC – July – KB to sort Agenda in CE PA absence – completed after the BRM meeting.</p> <p>Criminal Justice – CK asked CH and AB to work on this and provide a briefing to CK.</p> <p>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.</p>	<p>CH/AB</p> <p>SW</p>
5.	<p>Project Updates</p> <p>PMc went through his current project and provided updates:</p> <p>'Direction' – PMC explained that Direction is Gate services, a Facebook page has now been made in addition to the current website. Seems to working very well and they continue to provide good updates.</p> <p>PMc stated that the Out of Court Disposal (OOC) work was mentioned in BCCIB – for the Force to fund the 'Direction' work. KB explained that she had been working on this however has not been party to any of the meetings which have taken place with the Force/PMc and CI Ashdown. KB requested that PMc attend the OOC project board as he is the direct link between the OPCC and Direction, not KB. PMc agreed.</p> <p>SARC – PMc explained that it should be open before Christmas – lease has been paused, however this needs to be released from Legal and costing needs to be agreed before the project can move forward. CK asked PMc to look at the opening date as there could be conflict – discussions were had surrounding the 9th/11th December – CK tasked PMc to look at dates and feedback to her.</p>	<p>PMc</p>
6.	<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 will now be dealt with by MR, however they will still be passed directly to the Force once permission has been given for review and response.</p> <p>One CC complaint – decision being drafted – no concerns.</p> <p>One IOPC appeal returned for OPCC action – investigation needs to be passed to an outside force.</p> <ul style="list-style-type: none"> • Freedom of Information <p>1 appeal outstanding regarding releasing information regarding our commissioning process – independent review being completed outside of the OPCC – once review has taken place this will be communicated to the requestor.</p> <ul style="list-style-type: none"> • Decisions <p>Awaiting PCC signature on 4 and then they will be linked to the website.</p> <ul style="list-style-type: none"> • Website Compliance – Specified Information Order <p>We have been awarded the Transparency Award by CoPaCC.</p> <ul style="list-style-type: none"> • GDPR/Data Protection <p>Meeting had with IMU Manager to continue DP review – further meetings have been set.</p> <ul style="list-style-type: none"> • Audits <p>Appeal regarding Commissioning has been submitted to RSM – awaiting feedback.</p> <ul style="list-style-type: none"> • OPCC Policy Review <p>KB has reviewed all – with no concerns.</p>	
7.	<p>Commissioning & Victims:</p> <p>AB explained that the Endowment bid has 2 weeks left for completion, so she and CH will be completing the work surrounding this.</p> <p>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.</p>	AB



	<p>Counselling referrals has gone live – let AB know if we receive any calls regarding the service and she will deal with.</p> <p>FACES Visit- PCC is visiting FACES – the briefing need to be completed and with the PCC a week in advance.</p>	AB/ZF
8.	<p>OPCC Events</p> <p>CK explained to all we will go through all events on our team day on Friday - as there Are many events which needs the office in full.</p> <p>Press releases – Folder needs updating.</p>	KB
10.	<p>Executive Personal Assistant Update:</p> <p>SW explained that the DCC familiarisation day is in the diary for this Friday – CK asked for SW to get update.</p>	SW
11.	<p>Key Contacts Spreadsheet:</p> <p>PG to discuss with CK outside of this meeting.</p>	
12.	<p>Annual Report & Decisions Log:</p> <p>CK stated that we need to ensure media releases are saved in the Annual Report folder – KB stated that GF had already asked for KB to complete this.</p> <p>KB asked for all to be aware if decisions are made in meetings to let KB know, so a paper can be drafted.</p>	
13.	<p>AOB</p> <p>No AOB raised</p>	