



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

MONTHLY BUSINESS REVIEW MEETING

Monday 25th March 2019 at 12:30, Executive Conference Room 1

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Claudia Profeta (CP), Phil McCarthy (PMC), Katie Beaumont (KB), Sally Wright (SW), Pauline Gibbons (PG), Chris Handley (CH) and Zoe Fraser (ZF).

Apologies: Antonina Belcheva (AB),

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the Business Review Meeting (BRM). A special welcome to our new starters Chris and Zoe.</p> <p>CK explained the function of BRM. 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. 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. Update: Complete – is included in the comms schedule. 2. CK has asked all within the OPCC to review their own area files on BHouse and archive what is not current. Update: CK asked for all OPCC staff to review their areas and ensure it is tidy and information easily labelled and identifiable. CK has asked for an update from all in the April BRM – needs to be completed. 	All



	<p>3. 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: Some powerpoints are still outstanding – please complete if you have not done so. PCP should be a priority for all. The Powerpoint will be used at the PCC candidate day so it is important. CK has asked for an update from all in the Aprils BRM – needs to be completed.</p> <p>4. 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: CK stated we still want to do this as an OPCC however no date has been committed to yet – keep on the action log – discussions had with linking partners – Road safety partnership etc.</p> <p>5. 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: CP and CK have not had sight of the force awards plan – MG seems to be leading on this not the OPCC/Force engagement (CP) individual. CK to speak to JS regarding this and feedback to CP. CK has had a meeting with MG – force needs assistance however the OPCC is not leading on this event.</p> <p>6. 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: Ongoing</p> <p>7. CK stated all of the office is using GRS which she is really pleased about however she would CP to look into logging flexi on GRS. CK asked for CP to ask RMU what is the process and feedback to the team. Update: Complete – OPCC staff do not use GRS for flexi time only their current time sheets which are submitted to your line manager/CK on a monthly basis.</p> <p>8. 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</p>	<p>All</p> <p>PMC/CK</p> <p>CK/CP</p> <p>CK/KB</p> <p>CK</p>
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	<p>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.</p> <p>9. Decisions – CK stated that there are quite a few decisions awaiting the PCC sign off and she will try and get these done ASAP. Update: Complete</p> <p>10. 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: SW to chase whether Matt Parr will be attending.</p> <p>11. 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</p> <p>12. PMc stated that Youturn futures needs to receive their letter – CK to complete this as a priority. Update: Complete.</p> <p>13. PG stated that the J.A.C meeting is due to be held on the 22 March 2019. CK to review SRR and minutes. Update: Complete</p> <p>14. FOI - There is one FOI outstanding – all papers are with PMc – KB stated this is a priority and needs to be completed– PMc and KB to meet after BRM to ensure this is completed as a priority – Meeting completed – PMc understands which needs to be completed. Update: Complete</p> <p>15. Vehicle App - CP stated that Leroy hasn't got the clearance – he has met with Andrew Selous - CK to speak with Leroy. Update: Action Closed – CK</p> <p>16. 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: action Complete. The force is aware</p> <p>17. 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: Action to pass to ZF when officially starts.</p> <p>18. 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: Action to pass to ZF when officially starts.</p>	<p>SW</p> <p>CK/CP</p> <p>ZF</p> <p>ZF</p>
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	<p>19. 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: PG stated that the Parish Council part of the log is now complete – PG to meet with CK outside of this meeting to discuss the database and the full review.</p>	<p>PG/CK</p>
<p>2.</p>	<p>Chief of Staff Update:</p> <p>Finance:</p> <p>CK stated that commitments should not be entered into unless there is sufficient and appropriate budgetary provision, as there have been recent findings which have proven difficult - Chief of staff is to authorise all commitments initially. Phil can approve on the system after initial agreement sort. CK wanted this to be formally logged with the BRM minutes. The same level of scrutiny will occur on CSF and MOJ funds held.</p> <p>PMc asked questions surrounding whether or not within the next 5 years an audit will be completed – will this cause any issues. CK stated no as we have now fine-tuned processes and measures have been implemented for it to not happen again. CK is the decision maker along with the PCC.</p> <p>PG asked for the whole OPCC in regards to general spending to ask for a P.O number before the invoice is sent through as it is holding up and delaying payment of invoices. All to send email to Finance Admin prior to invoice being received requesting PO number.</p> <p>CK asked for all staff to be aware of the expenses policy in the staff handbook. CK asked KB to copy and paste hand book text in minutes:</p> <p><i>Pg 32 - 3.2. An employee who is casual user, for whom it is merely desirable that a car should be available and who is authorised to use his/her car on business, shall be paid the HMRC approved mileage allowance (currently 45p per mile for the first 10,000 miles, 25p per mile thereafter).</i></p> <p><i>3.3. Employees using their cars for work should ensure they have appropriate insurance cover.</i></p> <p>Pg 33 - 4. Additional travelling expenditure</p> <p><i>4.1 An employee who incurs additional travelling expenditure as the result of a change in work location determined by the employer but who is not required to move home, shall be paid an allowance equal to the difference between the cost of travelling from his / her home to the new place of work and from home to the old place of work. The allowance should be paid for a period to be determined locally and be based on either:</i></p>	

4.1.1 A standard train and/or bus fare or,

4.1.2 A locally determined mileage allowance in respect of the additional mileage involved in the change of employment if the employee is an authorised car user or where public transport is not available.

4.2 The period may be extended if the employer decides that there are exceptional circumstances warranting payments for a longer period. Similarly, where the employer determines a further change in work location

before the end of the agreed protected period of the original move, the allowance may be reviewed and, where appropriate, adjusted in light of any change in additional travelling expenditure.

4.3 Similarly, where the employee voluntarily moves home before the end of the agreed protected period to a location nearer to the new place of work, the allowance will be reviewed and, where appropriate, adjusted. The principle to be followed is that employees should be reimbursed for additional travelling expenditure actually incurred.

4.4 Problems arising from significantly different journey times to the new place of work, as compared to the old place of work, will be considered sympathetically, wherever possible through flexibility of working practices.

4.5 No allowance will be payable under this scheme in cases where there are locally agreed separate provisions related to employees who, because of reorganisation, are required to move their homes.

4.6 For further information refer to the BCH Change Management Procedure on the intranet.

New starters

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. CK wants all to consider their individual objectives:

1. Personal Objective
2. Office objective
3. Police and Crime Plan Objective

These can be linked with the written log of achievements. CK stated next year there will be the aim of professionalism and confidence in all work areas.

Strategic Board – Meetings.

CK stated to all that she has requested for 'Near miss' forms and information to be brought to the next strategic board due to the incident that happened yesterday. As it took a considerable amount of time for the key to be located for the side gate. So CK

All



	<p>was thinking that there is a concern regarding Near Misses – where are they happening/how are they being reported. CK wants to know whether or not this particular incident has been reported as a near miss as she believes it should be – there is a new gentlemen working in H&S – so this needs to be linked. KB asked CK to also request near miss reporting figures surrounding Custody to be reported also. CK agreed.</p> <p>PBB – has entered into its second phase. The OPCC is receiving regular updates through Change Board and Strategic Board.</p> <p>KB raised concerns surrounding the CS team and the new complaints legislation – she has completed a full paper and submitted to the PBB team for consideration.</p> <p>The next Police and Crime Panel is due in June – due to Purdah.</p> <p>CP raised a concern surrounding the PCP being absent in reference to holding the PCC to account in the interim. CK stated that there are no concerns as it will only be for a matter of weeks, and the PCP always looks back aswell as at current standards. CK stated the new schedule is to be drawn up, then we will know the plan for the year – in terms of review plan for the year from the PCP. CK gave an explanation of the PCP to newly started CH and ZF – she explained that all PCP documentation is on the Bedford Borough Council Website. CK stated that the makeup of the PCP/board may change dramatically depending on the next coming weeks. CK is aware of a working group which has been set up to train all new members of the board and CK has asked to attend this meeting to discuss the OPCC and everyone's roles.</p> <p>Criminal Justice – CK welcomed CH again as the new Criminal Justice lead within the OPCC. CK and CH sat with the exiting CJ team and discussed everything and about moving forward. The next CJ meeting is due to take place on the 01 April 2019, this is being run by CK and CH as the Commissioner will not be attending.</p>	<p>CK</p>
<p>3.</p>	<p>Governance:</p> <p>Governance - Risk: CK explained to all that she has escalated the risk of partnership working in terms of impact – which the Joint Audit Committee was informed of at the last meeting, last week. CK wants all to be aware of this risk. The reasoning behind CK increasing the impact is because the commissioning process has just been finalised and we received 4 Million pounds worth of bids, however the OPCC does not have 4 Million to distribute, we only have 1.6 Million. So we have had to smarter with the OPCC's money and distribution and we cannot fund everything.</p> <p>The Joint Audit Committee were please and stated the SRR was great - good result for risk register. They have signed off the annual plan for the year.</p> <p>CK informed all that there is currently an Independent Review being completed by Audrey Campbell in regards to SignPost.</p>	



	<p>CP explained to CK that she had just checked her Diary for the Criminal Justice Meeting and the Mental Health meeting is on at the same time. Discussions were regarding meeting dates. CK stated that she would think about this and discuss with CP outside of the meeting.</p> <p>J.A.C – CK asked KB to check J.A.C minutes regarding – Audit Plan – if the review was agreed. KB to discuss with CK outside of the meeting. Auditors are looking for continuity/validity of completion.</p>	
<p>4.</p>	<p>Project Updates</p> <p>PMc gave all update on Direction Launch on the 2nd April 2019. PMc stated it will be a 'One Stop Shop' for offenders/families to get support. They are specialist team's signposting people to help. We have paid for one post for 2 years and one post for 1 year.</p> <p>The PCC is officially launching 'Direction' (PCC Opening) – it is taking place in Luton and all details are on the briefing. OPCC staff needed for help are PMC/CP/CK/PG. CK will drop PCC off outside the front of the venue, times need to be agreed. CP will use the camera to take photos.</p> <p>Signpost – 'One Year On' – event is on the same day – PCC also attending. OPCC Staff needed – CK/AB/CH. Force Comms are taking the photos for the event.</p> <p>Logistics - CK stated that the PCC needs to be sat down as PCC has broken foot – so won't be as mobile for 6 weeks.</p> <p>SARC – PMc stated it is going well – if any emails/calls are received regarding the SARC please pass to CK and PMC.</p>	
<p>5.</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 are still being passed directly to the Force once permission has been given for review and response.</p> <p>We are still awaiting the IOPC decision regarding the CC complaint which was a non-recording decision.</p> <p>We have also received a CC Complaint however when KB went back for clarification regarding allegations – complainant stated he could not provide clarification until mid-April 2019. So OPCC awaiting this email from the sender. If not received then a recording decision will be made on the current information held.</p> <ul style="list-style-type: none"> • Freedom of Information 	<p>ALL</p>



	<p>CK stated at present until agreement has been set with the Force all media requests/ anything to do with Comms/Media to be sent to CK and SW – whilst GF is on ML.</p> <p>All 2019 dates have been put into Clare's diary to complete. KB stated she would help CK like she has on this month's newsletter.</p>	
8.	<p>OPCC Events</p> <p>CK asked all to review the OPCC diary sheets of all upcoming events and add them into the own diaries.</p> <p>3 Year on – Report – Launch – 20 May 2019 – ZF to take on action when she comes into post full time.</p>	ZF
9.	<p>Force Events</p> <p>Vehicle App – Community Safety not supporting app – immobilise is already in use. It is free and rolled out Nationally. CK to make a decision.</p> <p>Vehicle Campaign – Leighton Buzzard – April date set – CK has asked for this to be moved due to PCC foot. Look at May dates.</p> <p>Better4Beds – Full steam ahead – no concerns at present.</p> <p>Force Awards – Sticker and bags have been purchased by CK – just need to get the chocolates. CH has a bookers membership if need to be used.</p> <p>Long Service Awards – Wednesday – no concerns at present.</p> <p>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>CK</p> <p>CP</p> <p>KB</p>
10.	<p>Executive Personal Assistant Update:</p> <p>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>SW raised concerns surrounding an UNSEEN event which was brought to her attention on the 25th and it was due to be held on the 27th. CK to discuss this with JC.</p>	SW
11.	<p>Key Contacts Spreadsheet:</p> <p>PG to discuss with CK outside of this meeting.</p>	PG
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.	AOB No AOB raised	
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