



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

**MONTHLY BUSINESS REVIEW MEETING**

**26 February 2019 at 10:30, 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), Antonina Belcheva (AB)

**Apologies:**

No.	Business Review Meeting	Actions
1.	CK welcomed all to the Business Review Meeting (BRM).  Minutes from the last meeting were all agreed.	
2.	<p><b>Actions Update:</b></p> <ol style="list-style-type: none"> <li>           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.  <b>Update:</b> Ownership of Action has been moved from GF to CK, due to GF being on ML.         </li> <li>           CK has asked all within the OPCC to review their own area files on BHouse and archive what is not current.  <b>Update:</b> CK asked for all OPCC staff to review their areas and ensure it is tidy and information easily labelled and identifiable.            PMc stated he would do his.            Wider discussion had regarding meetings and agendas for all. PG to ensure all meetings set up have agendas. SW to complete Strat Board. KB to sort BRM.         </li> <li>           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.         </li> </ol>	<p align="center"><b>CK</b></p> <p align="center"><b>All</b></p> <p align="center"><b>All</b></p>



**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.

4. JPS Governance Meeting - **RESTRICTED**

**Complete**

5. 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.

**Complete**

6. 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.

**Complete**

7. 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. 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.

**Complete**

8. 12th February – Flitwick – Public surgery – GF to complete briefing for this to –agreed by GF.

**Complete**

9. PMc asked what would be happening with the Young Drivers Event – he stated that he has a contact 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

10. 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.

**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.

**PMc**

**CK**



	<p>11. 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><b>Complete</b></p> <p>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.</p>	<p><b>SW/CK/PG</b></p>
<p><b>2.</b></p>	<p><b>Chief of Staff Update:</b></p> <p>CK stated that she would be going off the agenda today.</p> <p>Office updates – She stated all of the office is using GRS which she is really pleased about however, she asked CP to look into logging flexi on GRS. CK asked for CP to ask RMU what is the process and feedback to the team.</p> <p>Strategic Board – CK stated that the OPCC are prepped for the meeting which is good. No issues surrounding Strat Board.</p> <p>Police and Crime Panel – CK stated she anticipates comments to be made regarding the PCCF radio interview this morning surrounding Leighton buzzard and the PCSO discussion which is currently being had between the PCC and parish councils. CK is just making everyone aware. Cllrs which sit on the panel are from the areas.</p> <p>Comms/Comms member of staff – She has requested for the Force to assign a member of the Comms Team (FORCE) to work within the OPCC half a day/every day. Awaiting decision to be made. CK asked for the OPCC team to stay patient and vigilant within this time frame before a decision is made and all media requests to be passed to CK. CK stated that if the Force does not agree then we can look at a placement from Agency.</p> <p>CK has asked all to be aware of Media Requests etc and informed all that all passwords etc are in BHOUSE folder.</p> <p>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.</p> <p>Decisions – CK stated that there are quite a few decisions awaiting the PCC sign off and she will try and get these done ASAP.</p> <p>Direction/Offender hub – CK informed all that PMc is the lead for this and for OPCC staff to keep the 2<sup>nd</sup> 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</p>	<p><b>CP</b></p> <p><b>SW/KB</b></p> <p><b>CK</b></p> <p><b>PMc/SW</b></p>



the date with Matt Parr. PMc to send all details surrounding the event to SW so she can send full details to Matt Parr.

CK informed the team that she can now inform all of the individuals which have been successful pending vetting for the two vacant posts. Zoe will be taking the Events and Engagement Officer post for OPCC, she has a history with completing a lot of events and has worked with the Public Sector and Chris who will be filling the CJ and Commissioning Project Manager post and his history is working in ERSOU, has great knowledge and will be bringing a lot to the team. There are no confirmed dates for either to start as of yet as depends on vetting.

**SARC – RESTRICTED**

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.

PMc

PMc stated that Youturn futures needs to receive there letter – CK to complete this as a priority.

CK

PMc stated that he has concerns about the numbers and has asked that only 20 individuals are invited as the space isn't a large space for a lot of people.

CK stated that it is the 1 year on for Signpost in the morning (am) and Direction Launch in the afternoon (pm).

CK stated that she wanted everyone to listen to the big things which are coming in the next year – this is an exercise to make everyone aware and in Aprils BRM, the team will go through it in detail and assign actions.

Discussions were surrounding each bullet

- Direction
- Signpost – One year on
- Partnership Officer recruitment, placement and retention
- SARC
- Criminal Justice
- Early Intervention and Adverse Childhood Experiences
- Public and Partner Engagement
  - Public Survey on progress of the Police and Crime Plan
  - Three years on report and public meetings (from May 16th)
  - National Farmers Union and Rural crime meetings (dates TBC)
  - Annual Parish Conference
  - Partnership Event 10th December
  - Youth Independent Advisory Group to be set up
  - Continue the work of the Stop and Search Panel
  - Continue the work of the ICVs



	<ul style="list-style-type: none"> <li>➤ Re launch the Community remedy document with the Force and using the survey results from the public</li> <li>➤ Support the Force in how they can advise Local Authorities in terms of new housing developments</li> <li>➤ Family Fun Day</li> </ul> <ul style="list-style-type: none"> <li>• Commissioning Process and Monitoring</li> <li>• Vehicle Crime and Road Safety</li> <li>• Mental Health Hub</li> <li>• Estate and Collaboration</li> </ul> <p>All of the above will be discussed in detail in Aprils BRM.</p> <p>CK thanked AB for all her hard work regarding the Commissioning process, CK stated it has been smooth with no issues raised. CK stated that she is confident with the decisions which have been made. The panel members which were present have experience in each area to help make the decisions – CK is very confident.</p>	
3.	<p><b>Governance:</b></p> <p>SRR – CK stated that there will be a new risk surrounding ‘relationships’ with town/parish councils to the reaction to the PCSO debate.</p> <p>PG stated that the J.A.C meeting is due to be held on the 22 March 2019. CK to review SRR and minutes.</p>	CK
4.	<p><b>Project Updates</b></p> <p>PMc had to leave BRM to visit SARC building with the PCC – projects have been discussed above.</p>	
5.	<p><b>Compliance:</b></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.</p> <ul style="list-style-type: none"> <li>• Complaints</li> </ul> <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 had one CC complaint which a non-recording decision has been made – an appeal has been received by the IOPC – all documentation has been sent to the IOPC. Emails are being received from the complainant raising additional questions.</p> <ul style="list-style-type: none"> <li>• Freedom of Information</li> </ul>	

	<p>There is one FOI still outstanding – all papers are with PMc – KB stated this is a priority and needs to be completed ASAP – PMc and KB to meet after BRM to ensure this is completed as a priority – Meeting completed – PMc understands which needs to be completed.</p> <ul style="list-style-type: none"> <li>• Decisions</li> </ul> <p>There are quite a few Decision papers which are awaiting final sign off which CK has already mentioned above.</p> <p>KB asked for all to keep her updated when decisions have been made and papers are needed.</p> <ul style="list-style-type: none"> <li>• Website Compliance – Specified Information Order</li> </ul> <p>KB explained that she has received feedback from CoPaCC which she needs to discuss with CK, before the Transparency award is given.</p> <ul style="list-style-type: none"> <li>• GDPR/Data Protection</li> </ul> <p>KB explained that her DP exam is on the 7<sup>th</sup> March 2019. KB and the IMU manager are meeting on the 14<sup>th</sup> March to go through all things DP and to ensure the OPCC is compliant.</p> <ul style="list-style-type: none"> <li>• Audits</li> </ul> <p>No update</p> <ul style="list-style-type: none"> <li>• OPCC Policy Review</li> </ul> <p>KB has reviewed all – with no concerns.</p>	<b>PMc</b>
6.	<p><b>Commissioning &amp; Victims:</b></p> <p>CK stated that in Aprils BRM she and AB will deliver a presentation on all successful candidates and give explanations to what we are funding this year to ensure the office has a full understanding. This will aid relationships as when attending meetings with partners the team will know exactly what projects have been funded etc.</p> <p>CK informed all of the OPCC that projects are only funded on a year by year basis. No projects are funded more than one year. There are no longer contracts more than 12 months.</p>	
7.	<p><b>Media:</b></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>	



8.	<p><b>OPCC Events</b></p> <p>CK asked all to review the OPCC diary sheets of all upcoming events and add them into the own diaries.</p>	
9.	<p><b>Force Events</b></p> <p><b>Vehicle App</b> - CP stated that Leroy hasn't got the clearance – he has met with Andrew Selous, however there are reservations to if he will pass clearance. CK asked CP to keep an eye out/look for another launch. CK to speak with Leroy.</p> <p><b>Better4Beds</b> – CP stated it is moving quickly – only have 2 months to sort all events. Dates set are 15<sup>th</sup>/16<sup>th</sup>/17<sup>th</sup>/21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> May – Kings House is the venue. However the 23<sup>rd</sup> could be moved to be a wash up session later on 4<sup>th</sup> June and to be held at the Auction House in Luton. Work is being completed in booking the RV etc. RMU are working at ensuring that officers attend.</p> <p>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.</p> <p>J Sebire assigned ZB as silver and ZB has now assigned a number of jobs to CP to complete.</p> <p><b>Venues to use</b> – CP stated there a number of venues which have responded with their Equality Statements. There are a few still outstanding at present.</p> <p>CP stated that she is also organising the Long Service and Chief Commendation ceremony which is being held on Wednesday 27<sup>th</sup> March 2019.</p> <p>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.</p> <p>CK asked CP to keep looking for venues for the 'Community Hubs Award Ceremony' for the 2<sup>nd</sup> October 2019 and feedback to her with results.</p>	<p><b>CK/CP</b></p> <p><b>CK</b></p> <p><b>CP</b></p> <p><b>CP</b></p>
10.	<p><b>Executive Personal Assistant Update:</b></p> <p>No update – SW stated that the diary continues to be managed successfully, with no issues.</p>	
11.	<p><b>Key Contacts Spreadsheet:</b></p> <p>SW stated she would look over the Partnership Database when she gets time. PG volunteered to go over the Partnership Database. SW thanked PG.</p>	<b>PG</b>
12.	<p><b>Annual Report &amp; Decisions Log:</b></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>	
<b>13.</b>	<p><b>AOB</b></p> <p>No AOB raised</p>	