



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

MONTHLY BUSINESS REVIEW MEETING

23 March 2020 at 13:00, Skype Conference Call

Chair: Chief of Staff – Clare Kelly

Attendees: Clare Kelly (CK), Phil McCarthy (PMC), Katie Beaumont (KB), Susie Moid (SM), Mary Robinson (MR) and Antonina Belcheva (AB)

Apologies: Zoe Fraser (ZF).

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the Business Review Meeting (BRM).</p> <p>Minutes from the last meeting in February 2020 were all agreed.</p>	
2.	<p>Actions Update:</p> <p>1. CK explained to all that she has created a work log file and a template which needs to be completed by all. Which sets out main projects/work streams/ Supporting projects / outstanding actions and general duties. All to complete and work through with PMC on one to ones – Update - Deadline was April 3rd, Clare has extended to April 16th to accommodate COVID19</p> <p>Actions 2 – 8 have been postponed until May 2021 – due to elections being postponed.</p> <p>2. ZF – 6th May 2020 – Shut down PCC Facebook – our OPCC twitter is fine and does not need to be closed - Closed until May 2021 (updated on 19.03.2020)</p> <p>3. ZF – 6th May - Website review of pictures – current PCC pics need to be removed. - Closed until May 2021 (updated on 19.03.2020)</p> <p>4. AB – Contract changes – CK may have to sign contracts on behalf of PCC – contracts will be awarded in April. - Closed until May 2021 (updated on 19.03.2020)</p> <p>5. SG/SM/MR – Letter Heads need to be changed / email signatures / automatic response on PCC Inbox needs to be changed – 6th May 2020 - Closed until May 2021 (updated on 19.03.2020)</p>	All



	<p>6. ZF – Newsletter – Needs to be changed and a new one drafted for new PCC - Closed until May 2021 (updated on 19.03.2020)</p> <p>7. CK has asked KB to review the previous election FOIs and pre-empt FOIs which may receive this time around. Update – KB has approached many different individuals within the force with requests – with no request back – KB to chase responses. Closed until May 2021 (updated on 19.03.2020)</p> <p>8. The statement of nominated persons will be released on April 8th – KB to ensure this link is added to the website. Closed until May 2021 (updated on 19.03.2020)</p> <p>9. KB explained that the minor dissatisfactions continue to be dealt with by MR, which is working well, they will still be passed directly to the Force once permission has been given for review and response. With the new complaints reform coming in – review of permission needs to be discussed. As the OPCC will have to depend on DP legislation. – We would go back and explain the process and inform them that this has been passed to the Force – update – CK and KB agreed on new approach – KB to discuss acknowledgement changes with MR.</p> <p>10. CK asked ZF to complete a press releases surrounding Signpost coming in to OPCC in the third/fourth week in May. As the focus at the moment is the elections. – Bring to May BRM</p> <p>11. CK explained now that SG has taken some extended leave – all meeting actions to be completed by SM – Agreed. Update – full review needs to be completed.</p> <p>12. CK asked for this to be added as an Agenda item to BCJB (protect the protectors – CPS not charging)</p> <p>13. Specials Recruitment - CK asked for PMs to review the corporate responsibility stance on this. PMc confirmed he was meeting with Force to discuss this.</p> <p>14. Discussions were had surrounding the SARC/Project plan. CK requested for PMc to inform her of exactly how much is left in the budget. – Confirmed to be complete.</p> <p>15. MR explained that the Health and Safety MTRAs are being completed however she needs KB to review all. Update – This is ongoing</p>	<p>MR/KB</p> <p>ZF</p> <p>PMc/VR/SM</p> <p>PMc</p> <p>PMc</p>
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	<p>16. Training for all staff needs to be completed as a priority – H & S and Data Protection. – 90% complete – new starters to ensure this has been completed.</p> <p>17. CK requested for all staff members which have submitted training request to do this before end of the week – to ensure paid etc. out of this year's budget.</p>	VR
<p>2.</p>	<p>Chief Exec update</p> <ul style="list-style-type: none"> • Office Updates <p>Covid19 Policy is live, all staff are aware of its creation and have been asked to familiarise themselves with it. All OPCC are adhering to the government guidance reference Covid19 and are able to work from home.</p> <p>The Chief Exec is supporting the Beds Police Partnership Trust at night when the shops are less busy and leaves items in a secure police location for drop off to victims the next day.</p> <p>The government has re-written legislation to accommodate an extension of one year to current serving PCCs. This is covered formally for Bedfordshire in the Policy. A decision log has been written to document Kathryn Holloway's decision to stay in post.</p> <ul style="list-style-type: none"> • Strategic Board <p>The March Strategic Board took place via telephone consultation. The Chief Executive will keep a watching review on the meetings frequency as the PCC will receive regular updates from Gold.</p> <ul style="list-style-type: none"> • Police and Crime Panel <p>The April 7th meeting has been cancelled but the OPCC will still be submitting papers as usual.</p> <ul style="list-style-type: none"> • Eastern Region Alliance Summit (7 force) <p>This meeting took place via telephone consultation. No red issues or risk.</p> <ul style="list-style-type: none"> • Strategic Governance Board (JPS) <p>No red risk issues</p> <ul style="list-style-type: none"> • Legislation, Publications, Consultation updates 	



	<p>Regular communications with partners are taking place from the OPCC. We are regularly reviewing the situations of our partners to ensure appropriate advice is being issued by the OPCC.</p> <ul style="list-style-type: none"> Business Continuity – any issues <p>The policy for covid19 includes our response to contingency planning</p> <ul style="list-style-type: none"> Milestone Plan <p>As part of the Police and Crime Panel papers the milestone plan is now complete. The Chief Executive will design a new monitoring system for the additional items for the next year of the PCC’s ambitions.</p> <ul style="list-style-type: none"> Strategic Risk Register <p>Reviewed fully by the Transparency Manager and Chief Executive, to present in next weeks JAC meeting.</p> <ul style="list-style-type: none"> J.A.C <p>Will take place March 26th via telephone conference – all papers have been disseminated to attendees.</p> <ul style="list-style-type: none"> Audit <p>There are no planned audits in March. KB will contact RSM to ensure if they had any scheduled we could accommodate or move the timeline.</p> <p>The risk audit was completed in January 2020 and the OPCC had only minor asks in terms of actions and looks forward to the substantial assurance rating.</p>	
3.	<p>Governance:</p> <ul style="list-style-type: none"> Strategic Risk Register <p>All risks continue to monitored – after the risk audit taking place, and discussions had with the auditor – KB reviewed with the Chief Exec the SRR in full and ready to present to the next JAC panel.</p> <p>No other Governance concerns to report on.</p>	
4.	<p>Meetings</p> <p>Reminder to all – please ensure all meeting information is updated on meeting spreadsheet and diary pages.</p>	



	<p>Full review needs to be completed, PMC to lead this – as skype calls need to be added etc.</p>	<p>PMc</p>
<p>5.</p>	<p>Project Updates</p> <ul style="list-style-type: none"> • Direction – year-end report received. <p>The report highlights where Direction has been active in engaging both offenders and their families alongside working with key organisations to provide face to face support, especially in HMP Bedford 'Through the Gate' services and Family Centre.</p> <ul style="list-style-type: none"> • SARC – following successful press and organisation launch in February, the SARC underwent operational testing and went 'live' on March 23rd. The Service supplier and Police have taken up the offices, and the police teams have utilised the office space to cater for COVID 19 contingency and the new location is available to accept survivors of sexual assault. • Other Projects <p>Special Constabulary – Following a meeting with Citizens in Policing Manager, , she updated me on the progress of Specials recruitment. The challenges faced remain as the officer programme is open, less people want to become or apply to become a Special Constable as they want to join the Force as a PC, this is replicated also in PCSO recruitment facing challenging recruitment targets.</p> <p>Protect the Protectors – Met with the Comms Lead to refresh our plan on this initiative. Further work is planned.</p> <p>Victim and Staff Well- Being - PCC determined to improve communal and specialist spaces for officers and staff. Following on from successful rest area refurbishments in Luton Police Station and Dunstable, the work continues to refurbish areas in Biggleswade and also the ABE suites in the South of the County.</p> <p>ABE suite will be completed at the end of the month, however due to COVID 19 no new projects will start until further notice.</p> <p>BCJB CK asked for the following comments to be formally minuted – there was a CJB call today – probation was not on the call – CK has asked for PMc to link with Probation to understand there demand and contingency plans – PMc to give feedback to CK asap.</p>	<p>PMc</p>
<p>6.</p>	<p>Transparency/Compliance</p> <p>KB explained all the below points to the team:</p> <ul style="list-style-type: none"> • FOI/DP requests <p>One FOI received regarding contracts this was sent to procurement to complete – awaiting confirmation this has been complete by procurement FOI team.</p>	



	<ul style="list-style-type: none"> • ICVs / Dogs All ICV visits have been suspended until further notice. KB is drafting a letter to send out to all ICVs regarding OPCC work being completed by OPCC. Also to offer assurance to the volunteers that we will continuously keep them updated. • LQCs/Misconduct Decision has been made that if any LQC believes a hearing needs to be postponed then this should be discussed with the Appropriate Authority – The Force. • Complaints No other complaint issues at this time. • Decisions All are currently being uploaded to website – with PCC electronic signature after PCC agreed for this to be completed. • Website Compliance – Specified Information Order CoPaCC has awarded the transparency mark to the Beds OPCC again this year which is great! Within this time, of working from home, we need to ensure that minutes are drafted – authorised and added to the website as soon as possible. If you have any queries please discuss with KB. • Audits After JAC this Thursday – KB will incorporate all audits into diary pages and ensure prep is completed before the audit – RSM will inform the OPCC on Thursday how audits will work throughout Covid 19. JAC members have agreed to be appointed to a further year. 	
7.	<p>Commissioning</p> <p>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</p> <ul style="list-style-type: none"> • Victim Commissioning • Grants - CSF and Victim (Update on funding) <p>Contracts and papers have been sent out to organisation.</p> <p>The OPCC is receiving back the requested information from partners – which AB is reviewing. AB stated she will check at the end of the week if anything is still outstanding and action accordingly, by sending chaser emails etc.</p>	



	<p>AB asked CK for clarification surrounding YOS and Direction contracts and should they be sent out. CK agreed that the contracts should be sent out.</p> <p>AB explained that the counselling foundation will continue their service until they have met the 800 sessions as they have not met this number in 2019-20 – carrying forward into 2020-21.</p> <ul style="list-style-type: none"> National Policy (Changes of direction MOJ etc.) <p>MOJ requested weekly updates on Covid 19 – AB needs to send the questions to Signpost Hub Manager and PMc so they can update me weekly on changes. PMc agreed to this.</p> <ul style="list-style-type: none"> Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements) <p>-Meeting with partners being completed currently via Skype. Hate Crime group cancelled next meeting.</p> <p>- VW group meeting – ACC unable to chair next meeting scheduled for the 6th May. CK agreed to Chair the meeting.</p> <ul style="list-style-type: none"> Partnerships – CSPs <p>Working closely with both CSP in finalising Safer Street Bid.</p> <p>AB stated that all final invoices for 2019-20 have been sent to finance and when they come through to the FPM system, KB has agreed to help her to submit them for final sign off by CK.</p> <p>AB explained to PMc that she has received the ‘Direction’ Contingency plans and she has sent them out. AB asked for PMc to give her access to his diary – agreed.</p> <p>CK asked for all to allow everyone in the team to see each other’s diary.</p>	All
8.	<p>OPCC Comms and Events</p> <p>CK explained that the Comms spreadsheet has been updated and she asked for PMc to inform ZF so that she is aware after returning from AL.</p> <p>CK also asked for PMc to ensure that ZF is aware that the partnership database is a priority when she returns please – to ensure all contacts are up to date as we have been receiving undeliverables when sending out fourth year report and release.</p> <p>Events – this is a slower task to be completed in the next few months.</p>	PMC/ZF
9.	<p>Executive Personal Assistant Update:</p>	



	<p>SM explained that she has input Skype details for meetings to end April, she will update to end September as soon as she is able.</p> <p>SM explained that she had completed the expenses - Corporate Credit card processed to end March – sent to Finance 17/3/2020 and Mileage updated in folder to 20/3/2020.</p> <p>SM explained to CK that on the 26/04 (Thursday) she has 4 meeting clashes. CK explained that she was aware and she will try and dip in each meeting.</p> <p>CK explained the BRM function to VR as this is her first BRM and stated that she would be required to complete a paper moving forward for each BRM. VR agreed.</p> <p>VR asked CK for clarification regarding the meetings the PCC would attend. CK stated that a lot of meetings will still be attended however some may be more fluid than mandatory.</p>	
10.	<p>APCC</p> <p>MR explained that there were two request logs outstanding:</p> <p>IOPC – Right to Review – CK asked for this to be sent to KB after this meeting.</p> <p>LQC – APCC – Sent to KB for completion. KB explained that she had received documentation from Hertfordshire and she wanted to ensure consistency across the region with responses.</p>	
11.	<p>Key Contacts Spreadsheet:</p> <p>No contacts raised.</p>	
12.	<p>Annual Report & Decisions Log:</p> <p>CK explained that the Fourth Year Annual Reports (Glossy/PCP Version) have been completed. CK asked KB to ensure that the following information is in the BRM minutes – Ed Major explained to KB that the normal annual reports completed by the Force have not been compiled this year to add into the PCP version, due to Force reviewing the reports - however the report which has been used is the Strategic Demand Assessment – Ed Major stated this was allowed to be released to the public – no restrictions.</p>	
13.	<p>AOB</p> <p>VR raised concerns regarding a document which was sent to PW to complete regarding the Policing uplift document – the CFO signature is required and further information. CK asked for this to be sent to her and she would chase PW.</p> <p>AB requested a time in the diary she could allocate to CK to complete invoices – CK stated for her to go into her diary and set some time – she does not mind when she puts it in (as long as she is not in a meeting).</p>	

