



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

MONTHLY BUSINESS REVIEW MEETING

23 April 2020 at 13:00, Skype Conference Call

Chair: Transparency Manager – Katie Beaumont (KB)

Attendees: Clare Kelly (CK), Phil McCarthy (PMC), Mary Robinson (MR), Antonina Belcheva (AB), Grace Foster (GF) and Zoe Fraser (ZF).

Apologies:

No.	Business Review Meeting	Actions
1.	<p>KB welcomed all to the Business Review Meeting (BRM). KB explained the Chief Exec CK would be joining the call soon as she had to attend an exec Gold conference call on Covid 19.</p> <p>Minutes from the last meeting in March 2020 were all agreed.</p> <p>KB raised that she had a meeting with CK prior to BRM with PMc and that CK had requested for the following points to be raised initially in the meeting before items on the agenda were covered.</p> <p>PMc explained that the embargo on annual leave had been lifted by CK and encouraged members of the team to apply for annual leave through PMc if they wanted to. This will be managed by PMc to ensure that the core functions will be covered if members of staff make an application for leave.</p> <p>PMc explained that CK has confirmed that at least one manager needs to be present (not including her). So when the two new applicants start in post 1 out of the 4 will always be on shift to ensure that staff are supported by a manager.</p> <p>PMc also stated that during this time of working from home, could all please ensure that management were aware of any changes in hours such as, if there is an early meeting which attendance is mandatory, which will result in u finishing early within core hours, please notify the management team of this.</p> <p>PMc asked for all to ensure that time sheets are completed and submitted to him for review and that no one within the OPCC team is accruing a lot of TOIL hours, as this should not be happening. If time is being accrued please let manager know.</p> <p>KB asked for all to ensure that the work log is continually updated and priorities relabelled once completed by individuals which own them, as this will help when new work comes in and the allocation of this.</p>	



	<p>KB explained that this is linked closely due to the Video/Youtube commissioning work. As in this looks like it will be a big piece of work which could be shared throughout the team. KB asked GF is she is content and has the capacity surrounding the partnership building initial work and whether she would require assistance from the team. AB stated that she would complete the commissioning agreement work along with KB. ZF stated that she could assist GF if she requires it. GF stated that she was confident that she could complete the work with assistance from the team if needed.</p> <p>GF stated that she had questions surrounding the video work and how this would be monitored. KB explained that she was aware of her concerns and so was CK. KB explained that she has had a conversation with CK regarding this and the conclusion of this conversation was for GF to right a 'how to guide' for organisations to ensure that they were complaint against youtube regulations. To ensure such things as advertisement was not happening/music licenses were obtained etc. KB gave GF a full explanation and examples of how the guide should look and content. GF accepted this action and deadline set for Tuesday 28/04/2020.</p> <p>PMc stated that he would manage this moving forward with GF/AB and ZF – meeting set for the 28th April 2020.</p>	GF
2.	<p>Actions Update:</p> <p>9. 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 – All confirmed this to be complete</p> <p>Actions 2 – 8 have been postponed until May 2021 – due to elections being postponed – deleted off minutes but remaining on the action log.</p> <p>10. 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 – Update – MR has set time in diary to finalise wording when acknowledging correspondence form complainants.</p> <p>11. CK asked ZF to complete a press releases surrounding Signpost coming in to OPCC in the third/fourth week in May. Update – Reallocation to GF - GF explained that this will be at the end of May, it is in the Comms Schedule.</p>	MR/KB GF



	<p>12. CK explained now that CoS PA is unable to complete works – all meeting actions to be completed by SM – Agreed. Update – PMC confirmed to be completed.</p> <p>13. CK asked for this to be added as an Agenda item to BCJB (protect the protectors – CPS not charging) Update – PMc stated that no BCJB meetings have taken place due to Covid – however this is still being monitored by him. PMc is chasing response from CIT on charges that have taken place. Action still to be completed when Local BCJB meetings resume.</p> <p>14. Specials Recruitment - CK asked for PMs to review the corporate responsibility stance on this. PMc confirmed he was meeting with the force to discuss this – PMc confirmed that CK is fully aware - Complete</p> <p>15. MR explained that the Health and Safety MTRAs are being completed however she needs KB to review all. Update – KB has reviewed all and added comments – date set in teams diaries for the 28/04/2020 to go through all and sign off to submit to Force to ensure compliance.</p> <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 – Update – majority of staff have completed all – confirmed that all need to be complete by 1st May 2020</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 years budget – Complete</p> <p>18. CK has asked for PMc to link with Probation to understand their demand and contingency plans – PMc to give feedback to CK asap – Update – PMc stated Probation have been under pressure already from the Transition programme covering England and Wales (this is where3 probation will once again be responsible for all Prisoners and probation programmes. Contingency plans were drawn up but since the last BRM they have evolved to cater for on-going programmes and changes from MOJ practices – less physical court appearance and the building up to prisoner releases to prevent COVID in HMPs. PMc explained that CK will be more aware of the current picture due to attending CJ meetings</p> <p>19. 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 undeliverable when sending out fourth year report and release – Update ZF is aware and work is completed.</p>	<p>PMc/VR</p> <p>KB</p> <p>All</p>
--	---	---



	<p>20. AB requested an update surrounding the VERU meeting – CK requested that PMc move the date of the meeting and feedback to CK when this has been done – Update – Complete - AB involved in VERU meetings for Q4. AB will be involved in future commissioning meetings and when dates are released by Home Office, Quarterly return meetings.</p> <p>21. VR stated she has leave for this Friday – CK asked if this has been put on GRS – VR to ensure all of her leave has been put on GRS – Complete.</p> <p>CK joined the call. KB explained there is a slight change to the Agenda due to CK joining the BRM late due to Covid Gold meeting – CK requested that we continue and she will complete her bits at the end.</p>	
<p>3.</p>	<p>Project Updates</p> <p>Protect the Protectors - PMc explained to the team that the work which is being completed by the OPCC regarding PPE is meeting this priority greatly, however concerns have been raised with the PCC directly regarding the Ops Planning function of the force, as this should not be down for the OPCC to sort out and organise.</p> <p>PCSO allocation/Parish councils – PMc explained that discussions have been had surrounding PCSO recruitment and concerns have been raised as individuals seem to be wanting to be recruited as PCs not PCSOs. PMc explained that the project that he has been working on regarding allocation of PCSOs to parish councillors has been difficult to deliver on due to the recruitments issues. PMc explained the allocation to specific areas for parish councils cannot be achieved.</p> <p>Direction – PMc explained that he held Skype meeting with Stuart and Neil from Direction last week. PMc stated that they are going from Strength to Strength. They are all well and safe and adapting to their contingency plans to meet guidelines and advice, YouTurn have employed another member of staff – Emma who has come from a police background to support IOM work.</p> <p>Due to drop in face to face meetings, Direction staff have branched out to offer support to other areas including organisations dealing with vulnerable people not involved in Criminal Justice, the directory of services they are aware of. Direction continue to publish Newsletters and positive comms around the service via social media outlets. Also they are conducting Digital network forums for organisations to talk to each other and establish mutual benefits in these trying times. This is going to be a regular occurrence and across all three Local Authority areas. (Wednesday being the first set of meetings). PMc explained that Direction have submitted a bid surrounding the out of court disposal piece of work on behalf of Beds Police.</p> <p>SARC – PMc stated that he is now awaiting final report papers before handing over as business as usual to Estates and Police. First survivors have unfortunately had to attend the SARC but were positive concerning the building and facilities. Health and Safety report by Tri- Force H&S completed this week (W/C 20/4) . The only concern raised was no fire alarm testing had been carried out. This is in hand with Police and</p>	



	<p>Mountain Healthcare staff to test and deliver. As a side issue part of Team 7 and CAVVA teams are now basing themselves at the location to ease pressure on the established police hubs. Again premises have been positively received, and again show the versatility of the building to house 10 officers. PMc explained that video link issues are being worked through and PMc will keep CK fully updated on this.</p> <p>Other Projects – PMc explained the ISVA service is a specialist area within the SARC. Various issues with the old supplier however with some clever negotiation by Chief Exec we have a 3 month extension to an old contract to allow an exciting new company to be developed and take over the ISVA service for the Force. Working with procurement and LivingYourLife to develop this by July. Bernie Francis from FDAC is supporting the force via OPCC in establishing existing ISVA contacts and the overall position victims are in concerning support services being used.</p> <p>DA Housing – PMc explained that the OPCC is establishing a pathway for the partners concerning PCC providing additional housing for people fleeing DA abuse. Nationally DA is spiking at an alarming rate. PCC is providing opportunity to house those are greatest risk to allow local Auth and organisations the chance to keep their obligation of more longer term accommodation with the fleeing person. Reactive8 are providing the accommodation in North Beds area. Although in normal circumstances staying within the same county presents issues, these trying times mean there is little choice and still better for persons fleeing. PMc stated that AB is helping with this due to her DA background and drafting security plans which may help providers.</p>	<p>PMC</p>
<p>4</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>ICO Case – awaiting decision from the ICO.</p> <ul style="list-style-type: none"> • ICVs / Dogs <p>As stated last month – ICV visits have been suspended however KB is now aiming to review 10 custody records a week to ensure custody monitoring is completed. Also having a weekly call with Chief Inspector for custody to discuss all concerns and all things custody. KB is also attending calls with ICVA the national body to ensure best practice throughout this time is shared an that Beds OPCC are aware.</p> <ul style="list-style-type: none"> • LQCs/Misconduct <p>There have been numerous communications coming from the APCC and NLQC – regarding the process and LQCs having to make the decision to continue with hearings. It is also my understanding that this concern has been discussed during the national Chief Execs call.</p> <ul style="list-style-type: none"> • Complaints <p>An application to disapply a complaint has been submitted to the IOPC. We are awaiting their decision.</p>	



	<p>No other complaint issues at this time.</p> <ul style="list-style-type: none"> Decisions Chief Exec has requested for KB to complete a separate decision log for all things Covid – this has been drafted and will continuously be updated throughout this time. Website Compliance – Specified Information Order No update regarding CoPaCC – however website review has taken place and a few documents need to be added to the website once final sign off has been received. Audits JAC meeting took place with the committee being happy with the updated SRR and comments. They were very happy that the Chief Exec was fully aware of Covid risks and that these had been added. Agreement – Governance Audit for the OPCC to be moved to June and for KB to work with RSM on Scope and Delivery. JAC members have agreed to be appointed to a further year. KB explained that she has been involved in some of the PPE work which has been completed by the Chief Exec. KB explained that the force is going to be using a piece of software/URL in stock taking PPE and allocation and this will be monitored. Also work with Oxford University to get stock in surrounding suits – so this is all very positive for the OPCC. 	
<p>5</p>	<p>Commissioning</p> <p><u>Commissioning/Victims</u></p> <p>1:1 Meetings with funded partners 20/21 have been ongoing to understand the impact of COVID and how they would be able to deliver the services. Partners felt a relief that OPCC was considering supporting them and changing some of their outcomes and delivery to accommodate those changes throughout this time.</p> <p><u>Grants - CSF and Victim (Update on funding)</u></p> <p>First Cycle of commissioning completed all contracts issued.</p> <p>Second Cycle of commissioning (Video Hubs) is under way.</p> <p>2 more commissioning cycles are expected.</p> <p><u>National Policy (Changes of direction MOJ etc.)</u></p> <p>None present</p> <p><u>Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements)</u></p> <p>Victims and Witness Group - OPCC supporting the Victim and Witness Group, AB explained that she has not received the VCOP dip samples which have been</p>	



	<p>requested. AB explained that PMC is dealing with this, however if none are received this may have a negative impact on our relationship with MOJ and in terms of compliance there is a question as how this would affect it. PMc has sent an email to the group following a letter sent by CK explaining the importance of the submission of document.</p> <p>AB explained that she has had contact with Counselling Foundation and that the final sessions which were carried over are due to finish in May or June. Counselling foundation have requested additional funding or for their contract to be extended – Action – separate conversation between AB and CK to have outside of BRM regarding funding. CK asked for the foundation to be considered during the Police Bids on behalf of Signpost.</p> <p>AB explained the one to ones have been positive and 90% of them are now completed.</p> <p><u>Partnerships – CSPs</u></p> <p>AB explained that she has attended Direction and DA meetings – she finds these meetings beneficial, as they share good practice and feedback.</p>	<p>PMc</p> <p>AB/CK</p>
<p>6.</p>	<p>OPCC Comms</p> <p>KB gave an update to CK on the above, which was discussed as the meeting opened. GF has agreed to the 'How to' guide for organisations surrounding Youtube.</p> <p>GF explained that videos have been received which need to go back to organisation as it isn't what was requested, as examples of the activity need to be recorded and shown to the PCC for a decision.</p> <p>GF stated that she had some clarification questions for CK surrounding this piece of work:</p> <ul style="list-style-type: none"> • Is there a preference to Live Streaming or Pre-recorded videos? CK explained that some recordings were ok however live streaming was the reference due to interaction with individuals watching the streaming. CK explained that editing a video will take more time for the organisation also – so initially she believes that all recordings will be live. • How often will GF have to monitor the YouTube channel? CK explained that this should be monitored as a minimum 4 times a day – however this can be reviewed when we go live with the videos. • GF asked whether or not CK is aware that live streaming can only be completed by mobile phones and if this is going to be completed we need to ensure we have 1000 subscribers or it has to be off a webcam – Laptop/Desktop. Discussions were had surrounding live streaming and pre- recorded videos. CK tasked GF to review youtube regs and come up with a solution to the issues and to clear set these out in the 'How to' guide. <p>GF explained that this weeks press release has been forwarded to the PCC for authorisation.</p>	<p>GF</p>



	<p>GF stated there has been positive responses to supporting the vulnerable on social media – great comments on CK and PCC pages.</p> <p>CK asked GF to be aware that if the PCC tweets anything about bereavement to ensure that CK is aware</p>	GF
7.	<p>OPCC Events</p> <p>ZF explained that due to Covid 19, a number of events have been cancelled and she has been doing additional work for CK as the 'events' function will be quiet for a while.</p> <p>ZF stated she has been doing work surrounding Welfare of the Force/ Food parcel work for CK, Working with GF and AB with the Youtube/Video commissioning work.</p> <p>ZF explained that she has had a meeting and working with town/parish councils/AB and VERU to place 29K to improve spaces for young people or to deter young people hanging around in spaces they shouldn't be in – very positive.</p> <p>The Family Fun Day 2020 has been cancelled due to Covid 19.</p> <p>Discussions were had surrounding events which are due at the latter part of the year and community hub events/celebration of achievements/High Sheriff event – ZF to link with High Sheriff PA regarding nominations for her event.</p>	ZF
8.	<p>Executive Personal Assistant Update:</p> <p>The PCC expenses have been completed from the Credit Card Statement and forms updated. KB stated that she will review the amount of detail which is in the form – ensuring the right amount of information is being disclosed to ensure transparency.</p> <p>VR stated that she has listed meeting dates etc to go through. KB explained that BRM meeting isn't the forum to do this, as it would take up a lot of time. KB asked VR to put time aside in her diary so that KB can go through what is required by her in BRM.</p>	KB VR
9.	<p>APCC</p> <p>MR explained that there were requests within the log which were outstanding and required an update:</p> <ul style="list-style-type: none"> • APCC – Covenant feedback – CK explained that the decision was made by all Chief Execs on the APACE call that this would not be responded to – please close this action. • PCC Covid Response – HASC – CK confirmed that 2 letters were completed by the PCC – Please close. • Underwriting PPE correspondence – CK stated that the answer is no – please respond then close. • VERU correspondence – PMc confirmed that this has been responded to, • Modern Day Slavery correspondence – CK aware – CK raised concerns to PCC regarding funding and monies. If they are not awarded the money through bid – CK will raise to PCC again. 	



	<ul style="list-style-type: none"> • HMICFRS correspondence – KB asked for this to be shared with her and she will review. <p>MR raised a trend which is being received within dissatisfactions/correspondence to the OPCC – ticket/speeding issues during Covid – KB asked MR to ask Customer Services to whether or not the Force has seen an increase and ask them for the response and this will be monitored by the OPCC.</p>	MR
10.	<p>Chief Exec update</p> <p>CK state that JAC members were very pleased with the Covid Risks added to the log and detail given during the meeting. Audit schedule will be affected by Covid however audits will still be completed remotely. The OPCC Governance Audit has been moved forward to June 2020.</p> <ul style="list-style-type: none"> • Strategic Board <p>PCC has raised that she wished to have a May Strategic Board – this had not been booked in previously as this would have been a week or two after the new PCC would have joined us. So VR to find date for Strat in May and share with all attendees.</p> <p>Strategic Board was completed through Skype, main issues raised within the meeting were:</p> <ul style="list-style-type: none"> • February 7th – Strategic Board Paper on PPE which was requested by the PCC – was questioned – Force acknowledged the gap. Force thanked the work of the OPCC on researching/sourcing barcoding URL which is being set up for Beds. This is also being agreed to be used across JPS. • Warrants – expected numbers to be higher – however not wanting to bring people into custody environment – to add any additional risk to staff within custody or detainees. • CJ – increase in filing NFA – which is going to be raised at the next national CJ meeting next Tuesday. • Captain Tom 100th Birthday – CK commented how amazing his achievements have been on raising money for the NHS – however wanted this noted that the OPCC/PCC will not be attending his house on his birthday, as she does not want to add any additional risk. <p>CK asked for the following comments to be noted. CK is not satisfied that force is listening to comments made by the IAG. IAG chair is on Gold Calls and they are sharing the views of the public – they are the independence. I.E DA concerns surrounding posters and public health banners – concerns were raised by the IAG and they were not initially taken on board. It has now been changed (banner) however initially the comments were not considered.</p>	VR



	<ul style="list-style-type: none"> • APACE <p>CK stated that she has been on APACE Chief Exec Call and it is similar stories across the country, CK stated that some OPCCs have sent some workers to work for the Force, however she has not done this and will not be doing this – we as an OPCC has helped the Force but we will not be doing tasks and we will still be holding them to account and keeping our role as scrutiny.</p> <ul style="list-style-type: none"> • Police and Crime Panel <p>Meeting will be going ahead on the 9th June 2020 – KB aware to get papers ready prior to meeting – usual request.</p> <ul style="list-style-type: none"> • Budget <p>CK informed all that there is still a small pocket of money left within the budget and it needs to remain there until after Covid 19. We are in a good place, especially with the amount of support which has been given to organisations and the force.</p>	
11.	<p>Key Contacts Spreadsheet:</p> <p>Spreadsheet is currently being reviewed.</p>	
12.	<p>Annual Report & Decisions Log:</p> <p>Nothing raised</p>	
13.	<p>AOB</p> <p>CK thanked all and closed the meeting.</p>	