



**OFFICE OF THE POLICE AND CRIME COMMISSIONER  
FOR BEDFORDSHIRE  
MONTHLY BUSINESS REVIEW MEETING**

**Tuesday 12 September 2017 at 12:30, JPS Conference Room**

**Chair:** Chief of Staff – Clare Kelly

**Attendees:** Clare Kelly (CK), Julie Maddocks (JM), Katie Beaumont (KB), Samantha Denness (SD), Grace Foster (GF), Nuala Goldsboro (NG), Pauline Gibbons (PG), Bethan West (BW), Marc Hodges (MH), Anna Akerman (AA).

No.	Business Review Meeting	Actions
1.	CK welcomed all to the second Business Review Meeting (BRM). CK stated that she was glad that the whole team was present today. CK explained that the BRM is a formal meeting and her expectations are that the whole team should attend, to ensure all aspects of the office are represented and documented.	
2.	<p><b>Actions from the previous BRM</b></p> <p>Action 1 – CK stated that this is still outstanding for some individual and this <b>must</b> be completed before the next BRM on the 10 October 2017. Reviewed Job description to be sent to CK as soon as possible.</p> <p>Action 2 – Closed – JM working on.</p> <p>Action 3 – Omni-Competency – All confirmed – however discussions need to be had between MH and CK.</p> <ul style="list-style-type: none"> <li>• NG &gt; PG</li> <li>• KB &gt; PG</li> <li>• AA &gt; KB/MH</li> <li>• BW &gt; MH</li> <li>• JM &gt; SD/GF</li> <li>• SD &gt; GF/JM</li> <li>• GF &gt; SD/JM</li> <li>• PG &gt; KB</li> <li>• CK &gt; JM</li> <li>• MH &gt; Commissioning post – TBC with CK.</li> </ul> <p>Action 4 – Complete</p>	



<p>Action 5 – Complete          Action 6 – Complete          Action 7 – Complete          Action 8 – CK to have discussion with PG regarding APCC emails/consultations moving forward. CK will feedback at the next BRM.</p>	<p>CK</p>
<p>Action 9 – Survey – SD will provide update at the next BRM regarding upcoming survey.</p>	<p>SD</p>
<p>Action 10 – KB sent CK link to website – CK needs to review courses for Business Continuity and risk.</p>	<p>CK</p>
<p>Action 11 – On-going – All staff to continue to share - Can all staff please ensure they share their meetings/conferences/working from home days/annual leave/ TOIL with PG and the PCC Events calendar. CK also added that she wants the office to be covered between 08:30hrs to 17:00hrs. CK expects flexibility within the team – CK will be reviewing this over the next couple of weeks.          PG explained this may prove difficult on certain days as we are such a small team. CK explained that all members of the OPCC team need to review their diaries and events they are signed up to as, we do not have to attend every event. If you have been sent an event from the Commissioner it is for you to review and assess, not to say yes to all. All should review the events with their first line manager to whether or not they should be attending such events in the future.</p>	
<p>CK explained that at the SMT meeting which was held earlier today, all members of the senior team agreed that they want a happy office. The whole senior team want to understand everyone’s pressures and roles and want all members of the team to be team players.</p>	
<p>CK stated as from today that all absences which have not been logged in the PCC events diary and personal diary will now be classified as an unauthorised absence. CK stated this is for everyone’s safety, she does not want any member of the team to be put at risk.</p>	
<p>JM state please ensure that all details are logged on the event such as</p> <ul style="list-style-type: none"> <li>• Where you are going</li> <li>• Who you are meeting</li> <li>• Contact numbers of where you are going</li> </ul>	
<p>Action 12 – CK asked for the grab bag to be reviewed by KB. KB completed on the 12.09.17. However CK requested for a bag to be used not a folder and to review what should be in the grab bag. KB completing this action.</p>	<p>KB</p>
<p>Action 13 – Complete          Action 14 – Complete – CK asked for SD and GF to now look into getting the teams photos taken to ensure they are added to the directory and then they can be put up on the OPCC board. Needs completing asap</p>	<p>SD/GF</p>
<p>Action 15 – Complete – however to be continually monitored.          Action 16 – Risk training – search needs to be completed to look at this. KB explained that a lot of the risk training is coming up against the Forces fire wall. KB</p>	<p>KB</p>

<p>will look at home.</p> <p>Action 17 – Complete</p> <p>Action 18 – CK is completing work on the SRR and this will be passed out to the whole team for review and at the next BRM, please raise any risks that you wish to be put onto the SRR. KB to send CK the risks she has already identified.</p> <p>Action 19 – action completed – however concerns were raised by MH regarding the matrix and the list of funded individuals and last year’s funding.</p> <p>Action 20 – Informed to close action as this work is on-going with GF. AA asked JM if our social media was part of our strategy. JM stated it was fit for purpose and it is due to come back next week. AA asked does it clarify the scope of the OPCC. JM stated yes, it explains what we can and can’t do.</p> <p>Action 21 – Decisions still needing to be drafted.</p> <p>Action 22 – Specified Information Order – work continues.</p> <p>Action 23 – CK requested that all big events to be shared with the whole team as this still isn’t happening. Anything within the next 6 months must be added onto PCC events. As this is added to the logs which are set in stone. BW explained that she needed to add 1 event, which she will do today. CK stated that all events need to come to Comms cell and then finalised in BRM. The 9<sup>th</sup> November needs to be added to the log – OPCC team event. BW asked questions surrounding this – such as the CSP (visioning) event was set by the CSP – partners are running this not the OPCC. CK stated it still needs to be added to the PCC events diary. CK explained that if you are going to be out of the office then it needs to be added onto the spreadsheet. Big events which are being run by the OPCC need to be added so that preparation can be done. CK asked all events that are being run by the OPCC to be coloured in blue on the spreadsheet.</p> <p>Action 24 – Complete</p> <p>Action 25 – Complete</p> <p>Action 26 – Complete</p> <p>Action 27 – Complete</p> <p>Action 28 – Complete</p> <p>Action 29 – Complete</p> <p>Action 30 – Not complete - Social Media– has been rebooked. AA requested if SD could go through the website with her as she did not attend the fluid training.</p> <p>Action 31 – It was agreed by all that GF and SD should brief whole team on using social media and if it is being used, how it should be presented. This has to be part of the OPCC training day.</p> <p>Action 32 – JM confirmed the OPCC team day to be held on the 9 November 2017. JM is organising.</p> <p>Action 33 – Complete</p> <p>Action 34 – Complete</p> <p>Action 35 – Finance meeting – CK stated that she is completing a full review of</p>	<p>All</p> <p>KB/BW KB All</p> <p>SD</p> <p>SD</p> <p>GF/CK SD</p> <p>CK</p>
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	<p>finance – will feedback when review complete.</p> <p>Action 36 – Complete          Action 37 - ICE Forum – needs confirming – SD/AA          Action 38 – On-going - When members of the team have attended a meeting or event and have contact details via email or a card given to them, please pass this information on to GF, so it can be added to the external contact list. One database needs to be completed incorporating all contact such as engagement partnership database – such as CSP distribution list. Whole team to forward contacts to GF and SD.</p> <p>Action 39 – Complete          Action 40 – KB suggested that SD start to review and compare engagement against Decisions and pledges of the Police and Crime Plan. This was completed previously and KB did not want it to get to the fourth year of the PCCs term and this have to be completed then. IT can be used as evidence that pledges are being delivered. SD to look into - On-going</p> <p>Action 41 – CK explained that she is asking KB to make a rolling excel spreadsheet to add information for the annual plan – evidence based and in date order.</p> <p>Action 42 – Closed – Information surrounding the event is in the office.          Action 43 – Complete.</p>	<p>SD/AA</p> <p>SD</p> <p>KB</p>
<p>2.</p>	<p><b>Chief of Staff Update</b></p> <ul style="list-style-type: none"> <li>• <b>Office Updates</b></li> </ul> <p>CK stated that the Christmas dinner is now on the 15 December, CK asked NG to ask the PCC for her steer on that date as there are other commitments. CK explained that she has had an idea surrounding the charity event for Christmas. CK stated that she wanted to work with the Harper Centre in Bedford with the idea of the wishing tree.          GF and SD to complete the research and find out how the office can do this. We could have a tree work with Heart radio and have a big wrap up session. SD and GF to feedback to the team at the next BRM.          JM stated this would be great and we can show the OPCC doing great work on social media, as it is a team event not just the PCC.</p> <ul style="list-style-type: none"> <li>• <b>Strategic Board</b></li> </ul> <p>CK and AA are working on the next quarterly update. Working with the qualitative data. CK will share the report with the team, so the team can review and make any comments. PCC/CC want comparative data/national data however this needs to be reviewed as certain data will not allowed to be published in PCP papers.</p> <ul style="list-style-type: none"> <li>• <b>Police and Crime Panel (PCP)</b></li> </ul> <p>CK already updated the team at the comms cell regarding actions needed for PCP.</p>	<p>NG</p>

	<ul style="list-style-type: none"> <li>• <b>Strategic Governance Board (JPS / ERSOU)</b></li> </ul> <p>JPS is not being chaired by the PCC or CoS, it is chaired by the DCC. The PCC will chair ERSOU. However can NG ensure the meetings are on the same day.</p> <p>AA raised concerns surrounding the quarterly review calendar, as she believes this is not covering the collaborated functions, which leads to data not being brought back to strat board and is lost scrutiny. The 2 data sets to alliance, AA believes there is a gap. A portion of the collaborated work which is not holding the CC to account. CK stated that the exec are present at other meetings, however CK and AA to discuss outside of BRM.</p> <ul style="list-style-type: none"> <li>• <b>Legislation, Publications, Consultation Updates</b></li> </ul> <p>No update</p> <ul style="list-style-type: none"> <li>• <b>Business Continuity</b></li> </ul> <p>No update</p> <p>CK stated that she is looking at the milestone plan and the pledges, assessing where the OPCC/PCC is with meeting them. CK there are elements that need to be reviewed. CK will feedback at the next meeting.</p>	<p><b>NG</b></p> <p><b>CK/AA</b></p>
<p>3.</p>	<p><b>Chief Finance Officer Update (Quarterly)</b></p> <ul style="list-style-type: none"> <li>• <b>Publications</b></li> <li>• <b>Finance Reports</b></li> <li>• <b>Budget update</b></li> </ul> <p>CK explained that the CFO update would be delivered quarterly not monthly. No update received this month.</p> <p>BW explained that the commissioning team needs their own budget. CK explained she is completing a line by line review on all finance and she will feed this back to the team. The OPCC has over spent on many things such as the one year on document/posters and big events throughout the year.</p>	
<p>4.</p>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Risk Register (SRR)</b></li> </ul> <p>CK explained that that she is completing a full review of the SRR. However, she requested that the whole team review the SRR considering their own areas. The SRR covers the OPCC and PCC and the team needs to be involved in the SRR.</p> <p>Whole team to review SRR before next BRM.</p> <ul style="list-style-type: none"> <li>• <b>Joint Audit Committee (JAC)</b></li> </ul>	<p><b>Whole Team</b></p>

	Next J.A.C meeting is being held on the 29 September.	
5.	<p><b>Policy Update</b></p> <ul style="list-style-type: none"> <li>• <b>Policy review</b></li> </ul> <p>AA explained that she and KB are completing a full policy review, for all policies being used by the OPCC, to ensure they are fit for purpose, especially with the policies shared with the Force.</p> <p>AA explained that she will be looking at the complaints policy – KB stated it has only been recently reviewed the only change that has to be made is the version control panel – completed on the 22/09/2017.</p> <p>AA explained that she was looking at the Decision Policy – KB explained that this is a Tri-Force Policy which was previously drafted by Gavin. So if this requires review this needs to be taken to one of the Tri-Force meetings for agreement for all 3 Commissioners, or the PCC can have her own policy however this needs to be communicated to the other 2 commissioners.</p> <p>AA explained that she is looking at the records management policy and will report back at the next BRM. KB explained she has looked at this previously and to link with her. AA stated she was also looking at the</p> <ul style="list-style-type: none"> <li>• Qualifying Disclosures Policy</li> <li>• Health and Safety Policy</li> </ul> <p>To ensure due diligence and that the policies being used are fit for purpose.</p> <p>JM raised that the First Aid kit needs updating in the Office. CK asked PG to complete.</p> <p>Concerns were raised that no one in our office is first aid trained, and should we have our own first aider in the office. CK explained that the Health and Safety on the Force requires one per floor and we already have one on the exec floor. Discussions to be had at next meeting.</p> <ul style="list-style-type: none"> <li>• <b>Performance management</b></li> </ul> <p>AA stated she attends the PEEL Board and is currently doing work for this. It is the Forces mechanism for looking at HMIC criticisms. The process is evolving and AA will keep the OPCC updated with any changes.</p> <p>AA stated that she will be doing work surrounding complaints and trend need to be reviewed. AA/BW and KB to meet to discuss these trends for complaints across the whole force not just OPCC.</p> <p>AA stated she is reviewing and taking lots of data to Strat board for scrutiny.</p> <ul style="list-style-type: none"> <li>• <b>Project work against the Police and Crime Plan</b></li> </ul>	<p>KB/AA</p> <p>AA</p> <p>PG</p> <p>CK/AA</p>

	<p>AA explained that she has various projects which have been assigned to her and she is reviewing all and how they feed back into the 8 priorities of the police and crime plan.</p> <p>Key documents which need to be reviewed and put into a spreadsheet for feedback against the priorities as this will all be brought back when audited:</p> <ul style="list-style-type: none"> <li>• Diary</li> <li>• Work logs/trackers</li> <li>• Commissioned service</li> <li>• Key events</li> <li>• Deliverables</li> <li>• Matrix</li> <li>• Decision Log</li> <li>• Engagement Event Log</li> <li>• Website Review Log</li> <li>• PCC Diary</li> </ul> <p>CK explained we need to have time to pause and reflect on the success the team has achieved. JM asked all to bring information to every BRM so it can be logged and not a bombardment of information at the end of the second year when doing reports.</p> <p>AA explained she cannot update on all projects however:</p> <ol style="list-style-type: none"> <li>1. Complaints Reform – On-going – remains undecided, work continues.</li> <li>2. Semlep – Working with Bethan. Bethan is leading.</li> <li>3. ICE – AA explained a pot of money has been identified – European Social Fund – Vulnerable people – BW and MH are looking at Bids/collaborating bids.</li> <li>4. Awaiting feedback for the Transformation Bid that was submitted for Modern Slavery.</li> <li>5. PCC has taken on an additional portfolio from the APCC – National Terrorism.</li> <li>6. Foreign policy effect on policing – NCA – being worked on.</li> <li>7. Occupational Health project - RESTRICTED INFORMATION</li> <li>8. Counter Terrorism – Cost on policing within current level of threat and risk.</li> <li>9. Boost the Frontline – 2 students will be assisting the office with the university – health research. GF stated once the students are in post for their master’s degree the OPCC can do some PR surrounding their duties.</li> <li>10. Rural Crime – Barn Meet – highlighted as not on the calender – needs to be added. AA explained when HG left the office the rural project was passed to her and SD. The Barn Meet is PCC run so the team will have to work together and support each other.</li> </ol>	<p><b>BW/MH</b></p> <p><b>GF</b></p> <p><b>AA/SD</b></p>
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	<p>AA stated once the spreadsheet is completed – portfolios should be good to move forward to identify gaps – then needs to meet with JM.</p> <p>CK identified that the engagement officer would have to leave soon, so she changed the agenda for the media section to be next.</p>	
<p>6.</p>	<p><b>Media/Events/Engagement</b></p> <p><b>Director of Communications update</b></p> <p>KB to deliver training for GF on DMTS.</p> <p>KB has sent another email to ICT to get GF access to the DMTS system – so all things media can be logged.</p> <p>JM started that the Hate Crime Conference which is being held on the 19 October 2017, there is going to be filming of 5 victims – James Hart will be the lead of this conference – Force Lead. PCC is not talking at this event.</p> <p>JM stated now we have the camera – good photos can be taken by the team when they attend events.</p> <p>JM asked GF to put together a guide on how to use the camera.</p> <p>JM explained that there is a recruitment event tonight and tasked GF to take some good photos.</p> <p>SD raised concerns surrounding taking pictures if children are in the picture as certain permissions need to be asked from the child’s guardian. There are no specific forms for this. SD to put together a form of consent which can be given out at engagement events. SD to meet with JM to discuss.</p> <p>AA asked whether or not this is within the Communications Strategy? JM explained that it was not.</p> <p>BW asked have any considerations been given regarding victims and whether or not they wish to be photographed within the Communications Strategy? AA stated that there should be a page within the Communications Strategy surrounding the above and she and JM can talk outside of this meeting.</p> <p>JM explained that there needs to be a push to engage with the public. The newsletter is being changed, we are changing the look.</p> <p>Works is being completed regarding ‘Signpost’. It is being officially launched today however it is a soft launch, to ensure all the teething problems and rectified before the hard launch of the site.</p> <p>JM explained that she is sorting our team training day on the 9 November 2017. She encouraged the team if they have any ideas then to pass them on. NG has requested that we speak through the Forces Organogram and the senior responsibility areas within the Force, CK made a request for information on the rural and/ custody – Governance of the top layer – however this is currently changing.</p>	<p><b>KB/GF</b></p> <p><b>GF</b></p> <p><b>SD</b></p> <p><b>AA/JM</b></p>



- **Engagement Events PCC**

SD explained that she is currently working on such events as the Sign Post invitation, Stop and Search panel and Youth Scape. SD explained that there has been a previous discussion that the team should attend at least once a year. Concerns were raised surrounding Stop and Search, it was agreed that a separate meeting should be arranged outside BRM between CK/SD and JM.

**CK/SD/JM**

SD stated that she is completing the final preparation for the Annual Parish Council on the 20 September 2017. PG/CK/SD and GF will be attending the annual parish council.

SD stated that she is completing work for the Road Safety Event on the 20 November 2017.

**KB**

SD went through the Community Tensions document. This needs to be added to the Agenda. As it is beneficial for the team to hear about the community tensions. SD went through the different operations which are being completed by the Force.

**GF**

GF stated that she receives daily updates from the Force regarding community tensions. GF to share this with the team moving forward.

When members of the team accept invites, all information needs to be available such as the completed proforma. Members of the team could send the proforma out and request the organisers to complete the proforma or the PCC will not be able to attend. The process for future engagements needs to be drafted by SD and JM to confirm. Advice was given by the OPCC team that it should be documented that the proforma is sent out with plenty of time for instance a month to ensure the PCC has confidence that everything is being organised efficiently, allows time for security arrangements. Before the PCC attends any conference event, a list of attendees needs to be requested.

- **Engagement Process / comparing to decisions/ commitments (Linked with Compliance)**

Update was given on this on the action update at the beginning of the meeting.

- **PR**

No update.

- **Comms of PCCs events i.e. social media, Facebook, public and corporate correspondence**

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GF stated that the twitter targets have been set for the year, there needs to be more OPCC focus which GF will be concentrating on. It has been confirmed that AA and CK have their own Twitter accounts which have been professionalised for their use and the OPCC use as the Director of Policy and CoS.

	<p>GF explained that the first twitter poll took place last night on Beds Hour and there were 88 votes, which is a success, we also received a lot of likes and re-tweets. The statistics can be used by the PCC and OPCC. The recruitment tweet performed the best with the most re-tweets and likes.</p> <p>GF was asked to change the first picture of the website.</p> <ul style="list-style-type: none"> <li>• <b>Newsletter progress update and distribution list</b></li> </ul> <p>No update.</p>	<b>GF</b>
7.	<p><b>Compliance</b></p> <p>KB asked for all members of the team to ensure that reports are forwarded to her for the BRM, as the minutes for this meeting are taking a huge amount of time and as every member of the team can appreciate, time is precious, so please ensure that reports are passed to me for the next meeting. KB showed the team her report which she had prepared for the meeting. All OPCC members agreed for this action to be completed before every BRM.</p> <ul style="list-style-type: none"> <li>• <b>FOI/DP requests</b></li> </ul> <p>No FOI/DP request outstanding 1 information request being dealt with by BW</p> <ul style="list-style-type: none"> <li>• <b>ICVs / Dogs</b></li> </ul> <p>ICV panel meeting was held on the 6 September – numerous different actions came out of it.</p> <ul style="list-style-type: none"> <li>➢ Regional Conference – meeting with GF and SD.</li> <li>➢ Queens Award for Voluntary Service – raised to get a project group – due to the High Sheriff raising it on Family Fun Day.</li> <li>➢ Appropriate Adults and the ICV Scheme – gaining more information for the AA scheme and the ICVs perhaps joining.</li> </ul> <ul style="list-style-type: none"> <li>• <b>LQCs/Misconduct</b></li> </ul> <p>1 Independent Member has been sourced for November 2017 –November 2017 for a Gross Misconduct Hearing. There was also a conference call to discuss LQCs and process surrounding them and the question of transparency – Eastern Region currently looking at this.</p> <ul style="list-style-type: none"> <li>• <b>Complaints</b></li> </ul> <p>Complaints meeting to be held tomorrow (13/09/2017) 9 Outstanding complaints – all under control</p> <ul style="list-style-type: none"> <li>• <b>Decisions</b></li> </ul>	<b>All</b>

	<p>BW – 4 KB – 3 CK – 1</p> <p>All need to be drafted and sent to AA for final approval and then added onto the website.</p> <ul style="list-style-type: none"> <li>• <b>Website Compliance – Specified Information Order</b></li> </ul> <p>A full review needs to be completed again, to see what is outstanding. A lot of work has been completed surrounding this. KB and PW meeting on 12.09.17 at 16:00hrs.</p> <ul style="list-style-type: none"> <li>• <b>Audits</b></li> </ul> <p>Complaints Audit – 4 actions – will be worked through</p> <ol style="list-style-type: none"> <li>1. Version Control – which was removed by previous Chief Exec – to be added again</li> <li>2. Complaints meeting to be minuted</li> <li>3. Categories of complaints to be changed – DMTS function – needs review</li> <li>4. Lessons learnt document to be made regarding CC complaints.</li> </ol> <p>Governance Audit – work needs to be completed – date TBC – KB to meet with CK.</p> <p>KB explained that the world of compliance and complaints has been very busy however she is working through all actions.</p>	
8.	<p><b>Commissioning/Victims (Monthly)</b></p> <ul style="list-style-type: none"> <li>• Projects - Programme of work, efficiency, change (Monitoring - Process)</li> <li>• Hub Updates</li> </ul> <p><b>Commissioning/Victims (Quarterly - unless during the commissioning timeframe)</b></p> <ul style="list-style-type: none"> <li>• Victim Commissioning</li> <li>• Grants - CSF and Victim (Update on funding)</li> <li>• National Policy (Changes of direction MOJ etc.)</li> <li>• Restorative Justice</li> <li>• Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements)</li> <li>• Partnerships – CSPs</li> </ul> <p>BW explained the concept of ‘Sig Post’, that it was going to be a one stop shop for all victims services which is due to go live today. As already stated today is only the soft launch to ensure all teething issues are sorted before the hard launch later on.</p>	



	<p>BW explained that she is linking with SD regarding the gangs work and the Youth Independent Advisory Group (IAG). The Youth IAG will be being looked after by our office, working with the criminal justice system.</p> <p>BW stated that the Commissioning team will be advertising for the commissioning officer role soon.</p> <p>BW stated that she has been working with the Marie Collins Office (Victoria) and working through the cyber grooming training and the survey has now been corrected. The survey has to be sent to J Sebire for officers to complete.</p> <p>The Commissioning process for the funding of 2017-2018 will be starting soon. BW and MH are looking at setting priorities, lessons learned and amending the timetable.</p> <p>BW explained that the 'Hub' recruitment event is due to be held on the 18 September 2017. Invites are being sent out. BW is looking at the posts available for recruitment for the posts not being tuped over, to go live on the 31 March 2017. BW is awaiting confirmation from estates.</p> <p>BW stated that she thinks GF and SD should be looking into the organisations which the OPCC have engagements with and comms. Due diligence needs to happen surrounding all comms and all partners we work with. Certain checks need to be carried out such as attendees.</p> <p>CK stated she has met with Tristan regarding the hub. MH needs to review and feedback to the team the milestone plan and how the OPCC can support it.</p> <p>BW discussed operations of critical incidents and explained that the comms was chaotic between partners.</p> <p>MH stated that gangs training is being organised, all names have been put forward. A further 5 dates need to be arranged as they are all full. MH explained he was completing the VCOP analysis and has to send a response to the MOJ and he has had to push the date back to 27 October.</p>	<b>BW</b>
9.	<p><b>Executive Personal Assistant Update</b></p> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> <li>• Expenses updated (to note)</li> </ul>	
10.	<p><b>Annual Report to be updated with anything from this meeting</b></p>	



	KB to review the minutes after approval then add any important information onto the spreadsheet.	
11.	<p><b>AOB</b></p> <p>CK explained that a DPCC is being considered – Justine Currell - a voluntary post within the OPCC. Only expenses will be paid. This post will mainly be used for APCC events, details to be determined. Hearing is on the 25 September with the PCP for approval.</p> <p>The applicant will need to complete a declaration of interest.</p>	
	<p>Meeting concluded at 15:00hrs.</p> <p><b>The next BRM is to be held on 10 October 2017 at 12:30hrs in the JPS Conference Room.</b></p>	