



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

Tuesday 7 November 2017 at 12:30, Conference Room 2

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), Bethan West (BW), Marc Hodges (MH), Anna Akerman (AA).

Apologies: Pauline Gibbons (PG), Phil Wells (PW)

No.	Business Review Meeting	Actions
1.	<p>CK welcomed all to the fourth Business Review Meeting (BRM).</p> <p>CK stated she was going to rejig the agenda slightly and she would complete her update first and then complete the action update. All agreed.</p>	
2.	<p>Chief of Staff Update</p> <p>CK asked whether or not KB had been passed all the BRM papers to cut down the time taken on typing minutes. KB stated that she has received all papers.</p> <ul style="list-style-type: none"> • Office Updates <p>CK stated that she was organising the Christmas meal for the team, most likely to be on the 19 December 2017.</p> <p>CK confirmed that the charity teddy bear is going to run by BW and GF this year. Different ideas are being considered, to raise money and donate to the wishing tree at the Harpur Centre donate a gift at the Wishing Tree and give a child in Bedfordshire a better Christmas this year!</p> <ul style="list-style-type: none"> • Strategic Board <p>Nov 21st, we are asking the Force to look at Action Fraud and we will be working with them on this as part of the Signpost work. We are carrying forward the JPS issues.</p>	



- **Police and Crime Panel (PCP)**

CK has emailed everyone asking for their inputs on the two areas we are covering, papers are due on the 17 November 2017.

#5 "A fair deal on policing wherever you live – town or country"

#7 "Genuinely being a Commissioner for all communities"

CK explained the PCP would like more detail of what the OPCC is working on and CK asked for all to consider this when completing their papers.

- **Strategic Governance Board (JPS / ERSOU)**

The JPS meeting is coming up next week, which is linking with Roads Policing visit.

- **Legislation, Publications, Consultation Updates**

APCC Conference updates - Home Sec

CK explained that she interpreted the Home Sec's message to be clear that:

PCCs are the elected officials, which have been elected by the Public due to the pledges which has been promised and it was stated that she now wants the PCCs to go and deliver their promises.

CK explained to the whole team that we need to ensure that there are deliverable measures for all the pledges, which will be discussed at the away day.

- **Business Continuity**

CK stated that she wants the whole team to ensure they are completing their work trackers fully to ensure that the SMT are fully sighted on all work being completed within each specific area, so if need be they can pick up any work if needed. CK stated this is so important to ensure that the office can continue without the individual, to ensure annual leave can be taken etc.

Whole team agreed.

All AL to continue to go through CK for authorisation.

Minimum working levels are 3 members of staff need to be in the office. CK is asking for the full team to review annual leave over the next 12 months and review.

- **Milestone Plan**

Whole Team

	<p>To be covered on Nov 9th away day under illuminations, however Clare asks the team to focus all their thinking around a triangle model of 1: the Victim/affected person 2: environment/situation 3: Offender</p> <ul style="list-style-type: none"> <p>Strategic Risk Register /J.A.C</p> <p>The Tri-Force JAC went very well. Members were pleased with the new approach taken to risk management, and were complimentary of the style of reporting. No new risks have been raised however Herts and Cambs have asked for assurance around collaboration if Beds do not receive the funds that are expected – how will this effect collaboration? Action – How do we improve understanding for committee members?</p> <p>CK asked the whole team, if they are aware of any new risks – for members of the team to forward these to CK.</p> <p>Audit</p> <p>Governance audit we are: substantial assurance</p> <p>AOB – Chief of Staff</p> <p>No issues</p> 	<p>CK Whole Team</p>
<p>2.</p>	<p>Actions from the previous BRM meetings</p> <p><u>Actions from 15/08/2017</u></p> <p>Action 8 – complete Action 16 – Dan Sullivan training completed. External risk training to still be sourced. However KB explained that the internal ICT system does not allow her to access risk websites so this will have to be completed on her own computer at home. Action 21 – Complete Action 30 – Complete Action 37 – Date set – Complete, however actions are on-going to the specifics of the day. Action 40 – to remain open. SD stated this work is on-going. A review and comparison with engagement against Decisions and pledges of the Police and Crime Plan. Action 43 – Photos have been taken however, still need to be put on board.</p> <p><u>Actions from 12/09/2017</u></p> <p>Action 5 – On-going – Policy review Action 7 – On-Going – Awaiting feedback from Graham Losh – update to be given at next meeting by KB Action 13 – Barn Meet - This in planned for Feb 2018 but no definite date as of yet.</p>	<p>KB BW/KV SD SD/GF KB/AA KB AA/SD GF</p>



<p>Action 21 - GF was asked to change the first picture of the website.</p> <p>All other actions confirmed to be completed by CK for the 15/08/2017 and 12/09/2017.</p> <p><u>Actions from 10 October 2017</u></p> <p>Action 1 - Budget - CK stated that she is requesting for the whole OPCC team to review their own areas and budget which has been spent and predict the Budget moving forward for the year and send this report to CK by the 22/10/2017, so plans can be put in place. Awaiting updates from JM/BW/MH/SD/GF.</p> <p>Action 2 – Complete – however all members of the team to ensure that their work tracker is continually updated.</p> <p>Action3 – Completed</p> <p>Action 4 - CK stated that she has not received any update regarding the fairness at work policy from Stephen Moon. Can this be chased up please. Roll over please - AA to discuss with CK</p> <p>Action5 – Complete</p> <p>Action6 – Complete</p> <p>Action 7 – Complete</p> <p>Action 8 – Security Markings briefing has been completed however work as a whole surrounding GDPR continues.</p> <p>Action 9 – Complete</p> <p>Action 10 – duplicate action as before – final photos need to be taken and then put on notice board.</p> <p>Action 11 – Complete</p> <p>Action 12 - Discussion had between GF and CK regarding pictures – 03.11.2017 Awaiting pictures from Andy. Will need to schedule time for PCC to approve for website.</p> <p>Action 13 – Same outcome as Action 12</p> <p>Action 14 – Complete</p> <p>Action 15 - as soon as the promo material comes through she will send to us along with tags we can hang on the tree. The picks will start on Nov 23rd and go on until 20th Dec when we can book to do a big photo opportunity. The age range for presents is 0-16 no limit on pricing for boys and girls. – CK to monitor.</p> <p>Action 16 – Complete</p> <p>Action 17 – Complete</p> <p>Action 18 – Complete</p> <p>Action 19 – Complete</p> <p>Action 20 – Complete</p> <p>Action 21 – Complete</p> <p>Action 22 – Complete</p> <p>Action 23 – Complete</p> <p>Action 24 – Complete</p> <p>Action25 – Complete</p> <p>Action 26 – Commissioning process- on-going – whole team to review plan.</p> <p>Action 27 – Complete</p> <p>Action 28 – Complete</p> <p>Action 29 - Discussions were had surrounding ‘Stepping Stones’ and them feeding back to the OPCC that they are not receiving referrals from the Force.</p>	<p>JM/BW/MH/SD/GF</p> <p>All</p> <p>AA/CK</p> <p>CK/KB</p> <p>SD/GF</p> <p>GF</p> <p>CK</p> <p>Whole Team</p> <p>BW/AA</p>
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	<p>BW stated that the Force needs to start promoting closer working with Partnerships which is not being done. So the PCC is funding projects and the Force are not using the projects. CK stated we need to get to the bottom of why the Emerald team are not referring. BW to have discussions with Jackie Sebire/John Murphy regarding this and why referrals being made and identify if it is a training need or is that officers are simply not referring cases. Once this has been determined – this needs to be taken to Strategic Board.</p> <p>Action 30 – Complete Action 31 – Complete Action 32 - 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 infographics for social media. GF will be taking short videos or blogs and the themes are to be confirmed - On hold due to other events. Will look to find a more appropriate time. Action 33 – Complete – continually monitor.</p>	
<p>3.</p>	<p>Chief Finance Officer Update (Quarterly)</p> <ul style="list-style-type: none"> • Publications • Finance Reports • Budget update <p>No update received this month – PW is on leave, however has been invited to the December meeting to give the quarterly update.</p>	
<p>4.</p>	<p><u>Agenda Items</u></p> <ul style="list-style-type: none"> • Project work against the Police and Crime Plan <p>Academic and partnership work:</p> <p>Evidence Café (this was mentioned in Comms Cell) – initial café was held on the 5th October. This was well attended and has had the desired effect of testing and inspiring a new 'Evidence Typology' methodology for the understanding of demand. Nick Underwood has since requested a follow up Evidence café with partners followed by a Service User facing practitioner's workshop to help complete targeted piece of work looking at understanding the Drug market in Bedfordshire. I will take this to the What Works Board and progress with Ch Supt.Dave Boyle. Nick is kicking off this work by developing some research questions that we can adapt for each forum. Any events will take place in the New Year. Workshop including projects we have funded 2 separate events – discussions had with NU/AA/BW, to come to an agreement.</p> <p>Currently working towards two academic pieces (in addition to the Boost the Frontline MRes work).</p> <p>1) Proposal for an Eyewitness confidence study – working with the Royal</p>	

Holloway University to do a level 2 'before and after study' into the impact of an eyewitness's confidence before line-up ID parade on the criminal justice outcome. This will see the Force implement the latest evidence based policing approach to recording eyewitness confidence at the time of ID and communicating the value of this to the CPS prosecutor. Force not recording confidence presently. University – educating CPS prosecutors approx. 12 months of work. Needs to ensure there is a measure, and then review work to be completed – which will be added to the years plan/pledge to evidence policing. Value comes into play if CPS look at it.

- 2) Proposal for an independent evaluation of VARAC looking at the impact for victims and implementation and embedding with the Force and partners. Discussion has begun with OU – I will also be taking this to UoB, UEA and Cambridge University.

Update to be sought from the UoB on the creation of Capstone Intern opportunities within the force as previously agreed.

Boost the Frontline:

Physical and Psychological Health Studies - Two University of Bedfordshire MRes. Students have now been recruited and will be coming into the Force to complete research into the physical and psychological health of the workforce early in 2018.

Targeted healthcare – I'll be personally conducting a short process evaluation for the Targeted healthcare scheme over the coming months and looking at new ways to encourage take-up of this and the UoB offer to support officers and staff. Numbers are low – need to drive forward – research needs to be completed.

BCH Health and wellbeing review – I have begun working with the BCH HR lead to support and define the ToR for the planned review of Occupational Health and Force health and wellbeing services considering ways of improving this service for our workforce. Tri-Force review currently happening.

Specials and Service Volunteers recruitment – to be taken up with Phil McCarthy when he is in post (22.11.17)

Commissioning of Training request - Issue raised at Strategic People Board re. Predicted shortfall in available BCH Training budget to meet all requests for the forthcoming year. Decision making around the courses that will be funded will be moderated at Beds SPB on 24 January. The Force will then be invited to submit applications to the OPCC Grant funding process to meet non-core training costs where this is deemed appropriate. AA and BW to attend SPB on

KB add to annual plan.



<p>Discussions were had between BW/MH – CEO for MIND – Qs and As and CRC and NPS – oasis element.</p> <p>AA attended the HMIC hot de-brief following the October 2017 Effectiveness Re-visit and inspection and have submitted a report to the PCC and the transcript of the initial findings as presented within the meeting. Any member of the office who is interested can access this information here: H:\bhouse\Police and Crime Commissioner\POLICY\Reports for PCC and the Force\PEEL – Team to review.</p> <p>HMICFRS Force Management Statement (FMS) consultation feedback to be collated and submitted by 18.12.17. Work on-going.</p> <p>Athena briefing to be completed and submitted to the PCC following 27.11.17 Leading Change event.</p> <p>AA and CK are working with Edward Major to develop a new Quarterly performance management report that will go to Strategic Board and can be shared with Police and Crime Panel as appropriate. The first of these reports will be tabled at the November 2017 Strategic Board however this first report will be truncated with an internal Force focus, later versions will be extended to include performance comparisons with our most similar forces and all national Home Office forces.</p> <p>AA and SD met with the BCH Dogs unit. SD completed a report on outcomes and opportunities for improved efficiency. AA is adding to this and it will be submitted to the PCC this week.</p> <p>OPCC performance management will be tracked and monitored using the new Milestone Tracker spread sheet. Progress against the Police and Crime Plan pledges, milestones and KPIs listed will be logged in this way moving forward via the BRM meetings. This document will be presented at the team away day and reviewed after that date to ensure it fully reflects the achievements of the office over the past 18 months.</p>	<p>Team to review</p>
<p><u>AOB</u></p> <p>IOM- Offender services event – to be discussed, planned and progressed for next year – CK to review on away day – keep on the radar for summer/autumn 2018 – BW states first quarter to be discussed at away day.</p> <p>Forfeiture of Police pensions work on-going.</p> <p>KB and AA to provide new admin member of staff with a plan for the retention and disposal of all OPCC stored paperwork.</p> <p>Complaints reform agenda – work on going to provide PCC with options for the management of complaints and appeals for the forthcoming year when the PCA</p>	<p>Team/CK</p>

	<p>statutory change in governance will come into place.</p> <p>AA gave an update on the 7 Force ICT strategy/procurement – 7 force programme looking at efficiency and looking at cheaper contracts to ensure value for money. Presentation describing ambition of the 7 Force – workshop in summer looking at priorities – individual forces demand and national ICT. Other discussions were had regarding IT.</p>	
<p>5.</p>	<p>Compliance</p> <ul style="list-style-type: none"> • FOI 3 FOIs received. <ol style="list-style-type: none"> 1. Passed to Force 2. Awaiting NPCC guidance. 3. Responded directly – conservative conference. • ICVs / Dogs <p>ICV National Conference – 14/11/2017 – KB will be attending.</p> <p>2 applications received – need to work through and review and invite for interview if appropriate.</p> <p>Meeting with GF on Friday to discuss columns/recruitment/advertisement – the ICV scheme moving forward.</p> <p>Regional Conference prep is coming along with a number of speakers already confirmed. KB needs to ensure times are allocated, enough time given for Q and As.</p> • LQCs/Misconduct <p>Regional Meeting has been confirmed to be held on the Thursday 22 February 2018 – KB will be attending.</p> • Complaints <p>Up to date – complaints meeting due to be held on the 08/11/2017.</p> • Decisions <p>Discussed yesterday with AA and CK – I am currently reviewing all decisions and updating the log to ensure most up to date information is on the website.</p> • Website Compliance – Specified Information Order 	

	<p>No update received yet from Bernard Rix regarding the Transparency mark.</p> <ul style="list-style-type: none"> • Audits <p>I need to complete work surrounding the audit plan as requested by CK.</p>	
<p>6.</p>	<p>Commissioning/Victims (Monthly)</p> <p>Commissioning/Victims (Monthly)</p> <ul style="list-style-type: none"> ➤ Projects - Programme of work, efficiency, change (Monitoring - Process) ➤ £20k won from Ending Violence and Exploitation team for additional training on County lines – over 1000 front line officers are being trained ➤ Additional bids £20k x 2 for knife crime projects for Bedfordshire. We await the result which we will know by the end of November 2017. ➤ Meeting with Luton Community Fund to further develop the ICE initiative for 2018/19 ➤ Meeting arranged with U-turn future and UoB in early December to make a bid to SEMLEC ➤ Safeguarding and technology working group has been set up to further enhance the work of the cyber team ➤ Unseen training on modern day slavery has started ➤ Marie Collins Foundation conference 13th December – Sarah Newton, Minister will be attending ➤ Launch of website – Signpost – event on 7th December 2017 <p>Hub Updates</p> <ul style="list-style-type: none"> ➤ Location identified in the old FCR room ➤ KV appointed as the head of the hub ➤ Victim care co-ordinators have had their assessment centre ➤ RJ co-ordinator interviews held 6.11.17 ➤ Briefings have been given to all the CSPs 	

Commissioning/Victims (Quarterly unless during the commissioning timeframe)

- **Victim Commissioning**

- Initial paperwork has been updated and with GF to proof read and sense check. GF has still got to review more paperwork and make comments. Then MH to send out.
- A variety and diversity of panel members have given their availability and we have good levels of cover

- **Grants - CSF and Victim (Update on funding)**

- Meeting with Communities Directors and PCC 18.10.2017 – feedback – it was an effective meeting – PCC discussed IOM/CSE/Gangs/Vulnerability.
- Meeting held with CSP managers 30.10.17 – timeline – strategic partnership review – full framework for the plan.

- **National Policy (Changes of direction MOJ etc.)**

- MoJ mid-year financial report completed 31.10.2017
- Bedfordshire OPCC will be part of the MoJ working party to develop victims outcomes for the victims fund in the future
- Hate crime work has been highlighted as best practice across the country

- **Restorative Justice**

- Meeting with RS. Agreed a set of actions to support transition. Shared with Hub PM.
- Interviews for RJ Co-Ordinator held 06.11.2017 – BW stated Hate Crime Lead will also attend.

- **Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements)**

- Attended Early Intervention conference in Manchester. Funding opportunity around EI. Must be a research piece conducted by a university. <18k by 18th January 2018
- PCC has asked for AA to look at pathways – AA and MH to meet and discuss and then feedback.

GF

AA/MH

	<ul style="list-style-type: none"> • Partnerships – CSPs <ul style="list-style-type: none"> ➤ Supported BBC CSP annual conference inc launch of work around gangs ➤ Meeting held with CSP managers 30.10.17 <p>AOB</p>	
7.	<p>Media/Events/Engagement</p> <ul style="list-style-type: none"> ➤ Engagement Events PCC <p>Road Safety Event 22nd November Full briefing to be given on 20.11.17 and full details and organisation.</p> <p>Knife Crime Work Shop 5/6/7 Dec – schools – member of the office is attending – OPCC funded however run by the Force – BW stated that we need to consider ‘Risk’ regarding gang affiliation.</p> <p>Wishing Tree Charity Nov/Dec</p> <p>Marie Collins 13th Dec – A meeting has been set between SD and Victoria. The minister will be attending so the event has to run smooth.</p> <p>Barn Meet: Feb 2018</p> <p>ICV Regional: April 2018</p> <p>SD and BW completing Hearts and Minds work.</p> <p>Engagement event – One year on (Victims Event/Partnership Event) – Jan 2018 – discussions need to be had, regarding this and finalising dates and actions to complete.</p> <ul style="list-style-type: none"> ➤ Engagement Process / comparing to decisions/ commitments (Linked with Compliance) <p>No update – On-going</p> <ul style="list-style-type: none"> ➤ Community Tensions – feedback needed Sensitive information – however tensions were discussed. ➤ AOB – Media/Events/Engagement 	<p>BW/SD</p>

	<p>SD electronic update: KB and I completed the Risk pack with Dan Sullivan, we will be putting together a risk matrix's that will need to be used for each event.</p> <p>GF electronic update: Restorative Justice Awareness Week</p> <ul style="list-style-type: none"> ➤ Social media for OPCC & Force ➤ Case studies x5 ➤ Publish second blog on account ➤ Media engagement ➤ Internal comms ➤ Photos to be taken at Away Day ➤ Wishing Tree Charity updated ➤ Event costing still on-going ➤ Engagement/Priority on going ➤ All others completed or log updated <p>Restorative Justice</p> <ul style="list-style-type: none"> ➤ Media interest in RJ ➤ RJ Awareness Week ➤ Officers understanding and use of RJ ➤ RJ branding <p>Partners and funding Comms</p> <ul style="list-style-type: none"> ➤ Blog series published on website and social media <p>Commissioning</p> <ul style="list-style-type: none"> ➤ Review Paperwork including monitoring and evaluation ➤ Review Comms and Comms strategy ➤ Send Comms to relevant partn7ers ➤ Send Comms to relevant media/ outlets ➤ Send proposed timeline to partners and media ➤ Launch Commissioning process ➤ Social Media training – complete and will be delivered on Thursday 9 ➤ Pictures on website and crime plan to be updated – awaiting pics and PCC approval ➤ Young Drivers Road Safety Event – will assist SD 	
10.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> ● PCC Diary (structure changes) ● Expenses updated (to note) <p>NG stated that she has no update.</p>	



	Expenses have been updated onto the website.	
10.	<p>Annual Report to be updated with anything from this meeting</p> <p>KB to review the minutes after approval then add any important information onto the spreadsheet.</p>	
11.	<p>AOB</p> <p>Nothing to note</p>	
	<p>The next BRM is to be held on 5 December 2017 at 12:00hrs in the Conference Room 1 – meeting cancelled – next meeting is 8 January 2018 – conference room 2 at 12:00.</p>	