



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

**MONTHLY BUSINESS REVIEW MEETING**

9<sup>th</sup> November 2021 at 13:00hrs

Chair – Wayne Humberstone (Delivery Manager) in absence of Clare Kelly (Chief Executive)

Attendees: Wayne Humberstone (WH), Anna Vilette (AV), Zoe Fraser (ZF), Katie Beaumont (KB), Bethany Coles (BC), Simon Powell (SP), Gemma McCormack (GM), Antonina Belcheva (AB), Mary Robinson (MR), Leanne Friel (LF), Phil Eaton (PE), Debbie Hennessy (DH)

Apologies: Clare Kelly (CK)

No.	Business Review Meeting	Actions
	<p><b>Welcome and Apologies</b></p> <p><b>Apologies: Clare Kelly (CK)</b></p> <p>WH introduced all of the team to the meeting explaining that this meeting will be looking for a high-level overview of projects and pieces of work in line with the Milestone Plan and Police and Crime Plan.</p>	
	<p><b>Actions Update</b></p> <p>All actions were reviewed, discussed and have been updated on the Log.</p>	
	<p><b>Transparency Manager</b></p> <p><b>Terms of Reference</b></p> <p>KB stated that there are Terms of Reference sign off outstanding for Bedfordshire Police Partnership Trust (BPPT) and for the Reducing Reoffending Board. SP confirmed that BPPT had been signed off in the previous meeting so has been completed.</p> <p><b>JAC</b></p> <p>KB updated that there is one additional Joint Audit Committee (JAC) member which needs to be recruited. This has been put out on social media and an independent site which was advised by Cambs OPCC however no applications have been received. KB has contacted Phil Wells in regards to this and next steps.</p> <p>The next JAC meeting is 2nd December – KB will be reviewing the Strategic Risk Register on week Commencing 15th November and a meeting has been set with Anna Vilette (AV - Interim Monitoring Officer) to review in full.</p>	

JAC also has a Development Day set for the 26th November 2021 – speakers have been arranged. The PCC and Chief Constable have been invited to attend. GMc to confirm whether the PCC is available for the JAC Development Day.

### **Website Compliance - Specified Information Order**

KB updated that a monthly website audit is being completed by BC and that there are no risks at present. There are ongoing discussions surrounding website compliance at Delivery Board. The Force did not provide October's data so in November they will be required to provide October and November's.

### **FOI/DP Requests**

KB updated that FOI's continue to come in and be managed by BC.

### **ICV's/Dogs**

KB stated that the ICV panel meeting is set for the 15th December. Physical visits are going well with issues being worked through. KB requested whether the PCC can attend a visit with ICV's due to not being available for the previous Panel. GMc and AV stated that they will speak to the PCC and will arrange for this.

### **LQCs/Misconduct.**

The OPCC has received 1 request for a Legally Qualified Chair (LQC) and Independent Member (IM).

### **Complaints**

Six reviews have been received and are outstanding. Logging of complaints and cross referencing to Victims Code of Practice is still not easily reviewed – KB is completing the training presentation so the customer support team understand and can begin to log.

### **Decisions**

KB has reviewed Police and Crime Panel and there are decisions which need to be drafted following a discussion on Thursday with AV.

### **Victim Care**

#### **Signpost**

#### **Performance – Qualitative and quantitative**

SP updated that the referrals into Signpost for October from the Force were 610 from a total of 5605 report crimes which represents 11%. There were 18 agency referrals and 25 self-referrals. SP requested a member of Signpost to run a force analysis report.

SP stated that there has been comms to the Force via the intranet and Yammer. Signpost will be holding two open days per week on a Wednesday and Friday in



<p>November for Officers and Police Staff to visit Signpost and speak with the team. Individual emails have been sent.</p> <p>Signpost have secured more safe spaces around the county for Domestic Abuse Face to Face, due to Prebend Street being closed.</p> <p>SP reported that the uptake on face to face had been slower than expected and therefore have adjusted how the Victim Care Coordinators (VCC's) offer this service to victims, by amending the opening text when first speaking to victims and also ensuring that support is accessible.</p> <p>Signpost will rebrand and the name will be changing to 'Bedfordshire Victim Services Team'. The main reason behind this decision is that a service called Signpost in Luton already exists and that the Signpost service are often confused with them. The rebranding will coincide with a new Website, Facebook page as well as Twitter which will enable the team to connect with more victims ensuring that help and support can be provided. SP has sent a logo to ZF and she is currently in the process of reviewing this.</p> <p>AV asked SP whether there is a set timeframe for the rebranding of Signpost. SP confirmed that this will start in the first week of January 2022 and will be finalised by the end of the month of January 2022. Timetable rebranding – to start the first week of January, end date end of January. SP confirmed that Signpost will also be moving locations and a couple of locations have been reviewed around the Force estates.</p> <p><b>Projects</b></p> <p>VNA - Managers are aware of the live document titled 'VNA Task and Finish Group'. The document has all recommendations on it and who they are tasked to and it is the individual mangers responsibility to update accordingly.</p> <p><b>Bedfordshire Police Partnership Trust:</b></p> <p><b>Performance – Qualitative and quantitative</b></p> <p>SP stated that the total number of referrals to the Bobby Scheme in October were 78 and would like the number of referrals to increase to around 100 received a month.</p> <p>The Bobby Scheme have liaised with the NHS to provide security advice and support to properties which house the vulnerable and victims of Domestic Abuse.</p> <p>The Bobby Scheme moving into Signpost has been put on hold.</p> <p><b>Action:</b> SP to set up a meeting with the Force to discuss finance administration and charity commission documents for BPPT.</p> <p><b>Action:</b> GMc to book the BPPT meeting for end of January 2022 as this will give enough time for SP to review.</p>	<p><b>SP</b></p> <p><b>GMc</b></p>
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<p><b>Project Manager – Policing and Contact</b></p> <p><b>Anti-Bullying Campaign</b></p> <p>PE updated that he is currently overseeing the Anti-Bullying campaign project until the Early Intervention/Reducing Reoffending Project Manager joins the office. PE is awaiting photos to be sent from supporters for promoting the campaign, these will then be posted on socials.</p> <p><b>Community engagement and days of action</b></p> <p>PE updated that as part of the PCC pledges, he has committed to work with local partners and the community to understand local issues and then problem solve aspects with law enforcement and local partners so that this can directly impact the issues that have been raised.</p> <p><b>Road Funds</b></p> <p>PE has time in the diary with the Roads Safety Operations Manager in the Force in January 2022 to discuss the Roads Fund bids. PE stated that he needs confirmation of the total funding amount for the Roads Fund. There are two events being held at Milbrook in March 2022 – the PCC and PE have been invited. The bids are currently open and will be closing on the 10<sup>th</sup> December 2021 and there are no risks or issues at present to report.</p> <p><b>Reducing Reoffending</b></p> <p>PE is currently reviewing attendees for the Reducing Reoffending Board, this was the first meeting held since June 2021 and there is now a new Chair. PE met with You Turn Futures regarding Conditional Cautions.</p> <p><b>Action:</b> LF to create a press release as a reminder for bidders to submit applications for the Roads Fund.</p>	<p><b>LF</b></p>
<p><b>Communications Officer</b></p> <p><b>Press release schedule update (this week)</b></p> <ul style="list-style-type: none"> <li>Leighton Society – TBC</li> <li>15.10 - Rural event</li> <li>15.10 - ASB conference</li> <li>19.10 - Annual survey launch</li> <li>22.10 - Community Day of Action –Bedford</li> <li>22.10 - Violence Reduction meeting</li> <li>29.10 - Violence Reduction meetings – wrap up</li> </ul> <p>LF updated that she is currently working with the Force comms team regarding the crossover of communications and press releases. Force comms now have specific areas within their team and LF will share the document regarding this once received. LF will be holding regular meetings with Force Comms to ensure to link with the Force</p>	

comms team. This will be weekly for planning, 2 weekly for learning and quarterly for deep dives.

LF is also working with Force Comms regarding Violence Against Women and Girls (VAWG) wider messaging over next couple of months. This is a key period of intervention work and will include 16-day Domestic Abuse campaign – offender focus working with Crimestoppers and the Night time economy – putting officers on patrol.

Parish Town Councils – LF is looking at local magazines and flyers for any members of the public who aren't on social media to include a short update which is rural focused and based on community policing, visible policing, speeding etc. KB stated that ICV recruitment and the special constabulary recruitment can be added to the flyers to increase awareness.

### Socials

- ASB conference
- Weds engagements
- Graduation ceremony
- World Kindness Day
- Self-care week – tie in with Force
- Violence Reduction meetings

LF updated that an account for Yammer has been set up for the OPCC and Signpost.

**Action:** LF to add the charity number for BPPT onto the PCC website.

**LF**

### Events Officer

#### Events schedule

Date	Month	Event
<b>NOV</b>		
9th	November	Parish Council Cluster - Central Beds - Pink
10th	November	PCC Visit - TOKKO
10th	November	PCC Visit - Stepping Stones
10th	November	PCC Visit - Transitions UK
10th	November	Parish Council Cluster - Luton - Lilac
11th	November	PCC Violence Reduction Meeting
16th	November	Rural Crime Event

18 <sup>th</sup>	November	APCC/NPCC Policing Summit
23 <sup>rd</sup>	November	PCC Violence Reduction Meeting - Bedford Online
24 <sup>th</sup>	November	PCC Visit - QPCO - queens park community organisation
24 <sup>th</sup>	November	PCC Visit - Embrace
<b>DEC</b>		
1 <sup>st</sup>	December	Virtual Partnership Day
15 <sup>th</sup>	December	Full Team Catch Up - Virtual

### **Beds Youth Council (BYC)**

ZF updated that this month's theme for BYC on Instagram was Using Creative Skills by the youths at Community Interest Luton.

### **Stop and Search**

ZF stated that the next Stop and Search is 25<sup>th</sup> November 2021 from 6pm to 8.30pm.

### **Full Office Meeting**

The next four full office meetings have been booked in for 2022.  
The next full team catch up is 15<sup>th</sup> December 2021 at 1pm – 2pm.

### **AOB**

The Annual Survey (Nov – Dec) – ZF updated that the first draft has been signed off and is now for PCC approval. The Precept Survey (Jan 4<sup>th</sup>) is under the process of design.

### **Safer Streets Manager/Commissioning**

#### **Safer Streets**

Dunstable – AB updated that DH has been working on the next multiagency door knock and updated that there are no more ring doorbells left in Dunstable so further doorbells will need to be sourced directly from ring. DH is going to be viewing the Safer Streets Hub on Friday in Dunstable.

AB updated that she hasn't been able to successfully recruit as coordinator post for VAWG.

#### **Open Bids Update**

AB updated that the bids have been sent to the PCC for stage 2 approval. The CTC fund will be led by PE.



	<p><b>MOJ Returns or Announcements</b></p> <p>AB stated that BC has merged information in the MOJ report and AB worked on the finances section. This will be sent to WH by Friday 12<sup>th</sup> November. This will need to be authorised and sent to the MOJ by Friday 19<sup>th</sup> November. AB updated that there has been a couple of issues with the sums however this has been fixed. We have not heard from or been updated by the MOJ about longer term funding (2 years or longer funding period).</p> <p><b>New funds available</b></p> <p>AB updated that there are no new funds available at present.</p>	
	<p><b>Contacts Officer</b></p> <p><b>APCC –</b></p> <p>MR updated that there are some outstanding documents received from APCC for members of the team to review. It was agreed that going forward the requests can be discussed within the Monday managers meetings.</p>	
	<p><b>Executive Personal Assistant</b></p> <p>GMc and AV have been looking at the PCC's diary and made the team aware that there may be a couple of invites being sent to attend several of the meetings.</p>	
	<p><b>AOB</b></p> <p>ZF stated that the annual survey requires sign off from PCC and AV. This is usually published from November – December.</p> <p><b>Action:</b> The precept survey to be reviewed and drafted as a priority.</p> <p>WH updated the team regarding BRM next month. The PCC will be attending and there are project templates available to be used to provide a high-level overview. Alternatively, PowerPoints can be used to present project plans using the templates.</p>	<p><b>KB/ZF</b></p>