



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

MONTHLY BUSINESS REVIEW MEETING

25th May 2021 at 13:30hrs – Microsoft Teams

Chair – Clare Kelly – Chief Executive

Attendees: Clare Kelly (CK), Wayne Humberstone (WH), Zoe Fraser (ZF), Katie Beaumont (KB), Bethany Coles (BC), Alisha Powell (AP), Phil McCarthy (PMc), Simon Powell (SP), Gemma McCormack (GM), Gavin Chambers (GC)

Apologies: Antonina Belcheva (AB), Mary Robinson (MR), Leanne Friel (LF), Eliot Johashen (EJ)

No.	Business Review Meeting	Actions
	<p>Welcome and Apologies</p> <p><i>The Business Review Meeting closed at 14:30 and only high-level updates were provided by staff due to operational reasons. Full papers were submitted by the team prior to the meeting and are reflected throughout the minutes.</i></p> <p>WH introduced Gavin Chambers (GC) to the meeting and the team introduced themselves and their area within the team.</p>	
	<p>Actions Update</p> <p>All actions were reviewed, discussed and have been updated on the Log.</p>	
	<p>Chief of Staff Update</p> <p>Office Updates</p> <p>It was discussed that advice and guidance has been issued regarding an increase in cases of the Covid-19 Indian variant within Bedford. CK, WH and GM will be monitoring the office whilst all other members of staff within the OPCC are to work from home unless discussed with WH and CK. WH stated that within the upcoming half term week staff would not be coming into the office due to building works.</p> <p>Strategic Board</p> <p>The team was updated regarding the balance of papers between the livestream of Strategic Board and restricted information and papers need to be managed carefully. CK usually completes all Strategic Board papers but has advised she will need a second review before sending out to avoid issues with the livestreaming.</p>	



	<p>Police and Crime Panel</p> <p>The papers for Police and Crime Panel are due on the 28th May.</p> <p>Legislation, Publications, Consultation updates</p> <p>The 2030 report is delayed and will not be available until late August 2021.</p> <p>KB updated the team regarding the Specified Information Order and explained that new information is required to be published on the website. KB contacted the Force on Friday 21st May in relation to collating the data and this is being worked through.</p> <p>Milestone Plan</p> <p>This will be worked through and briefed to all staff on Friday 28th May and CK is currently in the process of briefing managers.</p>	
	<p>Delivery Manager</p> <p>Office Updates</p> <p>WH updated the team regarding the importance of governance within Business Review Meetings. WH has discussed this with CK and would like to ensure that there is a focus in relation to reporting risks, project plans and work planners.</p> <p>WH stated that the team will not be reverting back to working in the office until after the building works have been completed and until further advice and guidance has been issued for Bedford in regards to the Covid-19 Indian variant.</p> <p>Staffing/HR</p> <p>There are ongoing HR elements which are being progressed. KB and WH are holding a meeting on Friday 28th May with Croner, the new HR provider for the OPCC, who have finalised the piece of work. Further details will be provided and cascaded to the team after the meeting.</p>	
	<p>Transparency Manager</p> <p>Specified Information Order</p> <p>KB updated that she is completing work around the Specified Information Order and will catch up with PMc after the meeting on how this needs to be presented following on from the APCC meeting that PMc and his team attended in the morning.</p> <p>KB stated that the Home Office, consulting with the APCC, will be issuing guidance which will further explain the changes to the SIO requirements in due course. KB is incorporating the above into the project plan for the information published by OPCC which is from the Force.</p>	



KB has done a lot of work on the new website ensuring documents have been added and there is compliance to the SIO – we are about 85% there. KB has a further meeting with the web designer this week to go through the website in full and hopefully by the next BRM it will be complete with information from the old website being added.

Strategic Risk Register

KB stated that she will be reviewing the Strategic Risk Register this week in regards to re-design and incorporating the risks from the pledges. The amendments requested by the Joint Audit Committee within the last meeting have been made.

Terms of Reference

KB requested an update from PMc in regards to whether the Terms of Reference has been completed for the Reducing Reoffending meetings. PMc stated that the Terms of Reference has been an agenda item on the last two Reducing Reoffending meetings although this hasn't been covered and will be discussed within the next meeting as a priority. KB requested whether this could also be completed and added onto the agenda for the next ERSOU meeting.

Action: PMc to check whether the Terms of Reference has been added on to the agenda for discussion at the next ERSOU meeting.

PMc

Website

KB has been completing work around the new website for the OPCC and confirmed that all documentation should be finalised by the end of today in regards to Transparency to ensure that we will be fully compliant. KB and BC require training on the new website to ensure that uploading of documents can be completed in line with publication schedules.

FOI/DP Requests

FOIs continue to be received and are managed by BC. KB updated that there are no concerns surrounding any requests made.

ICV's/Dogs

KB updated that a plan is currently being drafted on recommencement of ICV physical visiting and will be sent to the Chief Executive once finalised. BC is currently completing work on the ICVA Quality and Assurance Framework (QAF).

LQCs/Misconduct

KB stated that there is nothing to report and she has assisted the Cambs team in the process of PAT Chairs.



Complaints

There are two reviews outstanding and awaiting a final outcome. KB has been set a project in the new Police and Crime Plan/Milestone Plan to ensure that lower dissatisfactions are being dip sampled by the OPCC. KB is currently working through the project plan and process of this.

Decisions

KB stated that she has drafted some decisions for sign off from the Chief Executive.

Audits

KB updated that the OPCC have been notified of the Complaints Audit which took place and this will be incorporated into the project plan for the Dip Sampling project moving forward. All audits have been added to the Forward plan however no dates have been confirmed at present.

Project Manager Policing and Contact

Previous action updates

- **Discussions were held regarding Direction and the cost it would have to the magistrate's court. CK requested that PMc receives confirmation in writing that there will be no extra costs surrounding this.**

PMc stated that he received confirmation from [REDACTED] that there is no additional cost to this part of the service being offered.

Website

PMc stated that he held a meeting with [REDACTED] earlier today and that he has created a YouTube training video for the team to be able to change and edit on the website. PMc stated there is a built-in buffer system for the website for uploading documentation. This will be in place for a couple of months whilst training is going ahead for uploading to the website for the team. WH stated he will discuss this further offline with PMc.

Beds Custody and Investigation Centre

PMc updated that visible progress can be seen on the build. A 'Topping Out' ceremony has been set and three spaces have been offered for ICVs to attend. PMc will discuss this with KB offline.

SARC / ISVA –

PMc attended the SARC with Head of Victim services on the 24th May and also met with AB concerning additional ISVA funding from MoJ and the potential to support PPV with an additional VEO (Victim Engagement Officer). Further work is to be completed to establish costs and sustainability.



Victim Care

Signpost

Performance – Qualitative and quantitative

SP updated that Signpost are going to be low in numbers of staff over the summer period as a VCC is going onto maternity leave and another has handed their notice in after being on a fixed term contract for a year.

SP stated that referrals into Signpost still remain at around 16% and that as Signpost moves forward and continues to push the Force around victim care, he anticipates the referrals will continue to rise.

New elements to log (issues or success)

SP updated that VCC's will be using the Safer Streets 'safe space' for DA face to face from the start of June 2021. SP has provisionally booked the room on a Friday from 0900 – 1500 for a year and confirmed that the team are speaking with partners to obtain more safe spaces around the county.

Bedfordshire Police Partnership Trust:

Performance – Qualitative and quantitative

SP updated that the Bobby Scheme are now fully back working and since the ease in restrictions the team have been working hard to clear the back log of calls.

Communication plans to share

SP stated that the modernisation project has started with a PID to follow this week. The new flyer has been designed and he is waiting for the mock up to land. [REDACTED] is in the process of moving all of the invoice fill and job dockets over onto the BHOUSE network.

Victim Care:

Partnerships

WH stated that he is keen to get performance data in regards to the Bobby Scheme. WH and SP will meet to discuss and SP confirmed that this is currently in progress.

Communications Officer

LF sent her apologies however an update paper was provided.

Communications schedule:

LF to add holding time in CK's diary for her to review the press releases for this week.



Press releases:

Press release schedule update (this week)

- 18/05 – New PCC was joined by young people from across Bedfordshire this week to invest £28,000
- 20/05 – New PCC commits to implement new Victim Code
- 21/05 – PCC meets Beds Police Cyber team and invests in 4th Cyber van

Upcoming

- 25/05 – Holding the Force to account
- 27/05 – VCOP no 1
- June – National Volunteers week 1st – 7th June (socials)**
- PCC meeting volunteers (special constables etc)
- 01.06 – First big win for new PCC 880K ISVA fund
- 03.06 – VCOP no 2
- 08.06 – VCOP no 3
- 10/6 – PCC meets police and crime panel – shares first ideas of police and crime plan
- Mens Health Week 14th- 20th June – tbc LF to speak to [REDACTED]**
- 14.06 – Dog Watch walk
- 14.06 VCOP no 4
- World Wellbeing Week – 21st-30th – (get PCC to a Partners event)**
- 21.06 – National Probation Service transformation programme
- 21.06 – VCOP no 5
- 28.06 – Announcement of the Road Fund
- 28.06 – VCOP no 6

New comms templates

A new form for communications requests and comms planning is underway.

Signage, Logo and Ribbons

LF updated that we are in the process of having a new sign made for outside Bridgebury House with the new logo. Ribbons will also be updated with new colours for all of our assets. LF will update the team once this has been completed.

Events Officer

Events Schedule for June 2021

JUNE					
7th	June	Volunteer Meeting/Event	09:30am - 10:30am	Morning	MS Teams



7th	June	Volunteer Meeting/Event	18:00 - 19:00	Evening	MS Teams
10th	June	Parish Council Cluster	18:30 - 19:30	Evening	MS Teams
15th	June	Community Dial In	18:00 - 19:30	A chance for anyone to call the office and speak to a specific member of the team - i.e. if they want to learn about commissioning / project management / etc.	Telephone / OPCC Office

Beds Youth Council (BYC)

ZF updated that this month messages were shared around Mental Health and Mental Health Awareness Week.

Future campaigns:

- Att10tive
- Evolve Learning Centre
- LAWC
- Reactiv8

Stop and Search

The next Stop and Search Panel is on 27th May 2021 and this is in the PCCs diary.

Safer Streets Manager/Commissioning

AB sent her apologies due to being on annual leave however an update paper was provided.

Open Bids update

- Safer Street VAWG

MOJ Returns or announcements

AB updated that MOJ informed they are currently revising the levels of funding they provide on yearly basis, looking to increase the needs assessments submitted. Critical Support Fund and Male SV fund will be announced soon.



	<p>Partnership engagements any issues or successes</p> <p>AB visited the Safer Streets Hub with the PCC and also met with a few agencies, no concerns were highlighted. The PCC would like to attend on Friday at the Safer Streets Hub with [REDACTED] when she is holding a workshop. The PCC would also like to attend the pack lunch sessions with FACES at the hub.</p>	
	<p>Contacts Officer</p> <p>MR sent her apologies due to being on annual leave however an update paper was provided and KB confirmed that all correspondence has been worked through in regards to APCC etc.</p>	
	<p>Criminal Justice Manager</p> <p><i>EJ sent his apologies due to being absent from the meeting however an update paper was provided and presented by WH.</i></p> <p>Probation</p> <p>The National Probation Service supervises high-risk offenders released into the community. From 26th June 2021 they are reforming and moving to a new target operating model. In February 2021, probation published a revised draft National Standards alongside the target operating model to outline how they see the new features working.</p> <p>Dynamic Framework</p> <p>A key element of the new model is that the Probation Service will no longer fund Community Rehabilitation Company contracts (CRCs). Instead they will move into commissioning rehab and resettlement services through the Probation Dynamic Framework.</p> <p>The Dynamic Framework (DF) launched back In June 2020 enabling charities and private sector organisations to compete for more than £100 million a year to run services such as education, employment and accommodation.</p> <p>Learning, Demand and Futures Board</p> <p>The internal force learning and idea sharing platforms 'idea drop' has been funded for a pilot. Previous concerns around this preventing Echo being used. EJ has recently heard from colleagues that Echo is definitely not being used in Bedfordshire.</p> <p>APCC DA Perpetrator Session</p> <p>Funding opportunity – Home office - £11.1m open to OPCCs from 21/22 fund to increase perpetrator programmes.</p>	



	<p>Three areas:</p> <ol style="list-style-type: none">1. Innovative programmes on known issues relating to DA offending (this is a broad category which allows wider scope bids)2. Adolescent abuse on other adolescents, parents and carers3. Stalking perpetrator programmes <p>Funding for 8 months Aug 2021 – March 2022</p> <p>Must be match funded for 4 months post March 2022 to allow 12-month total running</p> <p>Comp will be live for 6 weeks (no start date yet) - 1 month for implementation</p>	
	<p>AOB</p> <p>Executive Personal Assistant – Gemma McCormack</p> <p>PCC diary – GM updated that she held a meeting with ZF to check whether all engagements are in the diary for the PCC. GM is receiving a lot of meeting invites for the PCC and he is almost fully booked with meetings until August 2021. GM has requested access to the PCC's inbox and has also requested this for CK. ICT are looking into this at the moment in relation to issues with the Outlook diary and permissions.</p> <p>GM requested for all of the team to copy her into any meeting invites or requests for the Commissioner so that this can be added in to his diary.</p> <p>Key contacts spreadsheet</p> <p>PMc confirmed that LF will have some time next week to review the key contacts database spreadsheet alongside ZF. WH will discuss this with PMc offline. WH updated the team to please remember to inform PMc and his team if there are any changes or updates for the spreadsheet.</p> <p>Team photographs</p> <p>WH requested how team members feel about approaching access control of pictures on ID cards. If we would like a team photo, we will need to hold off due to the new advice around the Covid-19 variant in Bedford. WH will discuss team photographs at a later date with the team.</p> <p>Work planners</p> <p>CK has completed some work on the work planners and in relation to priorities. If we receive any communications from the APCC etc – to look at moving priorities as necessary. CK and WH have decided to use the work planners for weekly team meetings.</p>	