



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

MONTHLY BUSINESS REVIEW MEETING

28th February 2022 at 13:00hrs

Chair – Wayne Humberstone (Delivery Manager)

Attendees: Festus Akinbusoye (PCC), Wayne Humberstone (WH), Anna Villette (AV), Zoe Fraser (ZF), Katie Beaumont (KB), Bethany Coles (BC), Simon Powell (SP), Gemma McCormack (GM), Mary Robinson (MR), Phil Eaton (PE), Karen Cotton (KC)

No.	Business Review Meeting	Actions
	<p>Welcome and Apologies</p> <p>Apologies: Antonina Belcheva (AB), Leanne Friel (LF)</p>	
	<p>Actions Update</p> <p>All actions were reviewed, discussed and have been updated on the Log.</p>	
	<p>Head of Delivery</p> <p>WH welcomed the team to the meeting. He advised that KC and PE have been working on Safer Streets and have done a great job. WH stated that all members of the team are going to go through their own projects to give a high-level overview.</p> <p>PE and GM have been working on the Milestone Plan and have worked through the spreadsheet to make it more user friendly. WH will be showing KB and BC this spreadsheet and how we can bring the document to all BRM meetings. The team now have tabs for their specific areas linking to the Milestone Plan – this will be RAG assessed with overviews provided.</p> <p>WH updated that we are beginning to understand staffing requirements. AV has finalised her review and will be presenting this to the PCC. She has identified several new additions to come into the office. The office has been understaffed for a long period of time. The new Criminal Justice Manager will be joining the team in around 1 months' time.</p> <p>WH and AV are currently looking at temporary provision to support the commissioning work and to allow more capacity in that area.</p>	

Office updates

WH stated that if anyone in the team is finding the chairs in the office uncomfortable, to let him know and he can order another more suitable chair. GM has sent an email to estates regarding drawers and is awaiting a date for when these will be received.

Safer streets – WH updated that we have secured another building in Bedford where Safer Streets and partners will continue to work. This will be occupied before 1st April and will mean Safer Streets items can be stored there. PE will find a date for the office to visit the building.

WH stated that regarding the PCC Grant Fund, SP will update all in his section of the agenda.

Criminal Justice Board – WH updated that the meeting is being refreshed. It was updated that Her Majesty's Court and Tribunals Service (HMCTS) are concerned about the backlog of court trials. The probation service is also part of this meeting. This is an influential meeting and is very important. It will be re-energised, and a temporary member of the team is currently being vetted to support with this.

Interim Chief Executive

AV updated that as part of the review, she has identified an absence in training for staff in the OPCC. AV has worked with WH, SP and KB to understand gaps and has started to roll out a comprehensive piece of training. AV will be making sure that everyone else in the team who has gaps in their training can be booked in. Gavin Chambers (Chief Finance Officer) will be delivering high level Finance training to the team including the Local Budget – refreshing the team on procedures and commissioning. There will be a new finance liaison officer starting within the Force will be supporting the OPCC and will talk to the OPCC about the budget.

AV stated that there has been media training for the PCC and for members of the team. The Chief Constable, Deputy Chief Constable and Chief Staff Officer will be coming into the office to deliver a piece of training on what the Force does such as ERSOU, ROCU, JPS, Emerald, RASSO etc – they will be delivering this as a briefing. AV stated that there are various people within the Force who have specialist areas and that these fit in to the Police and Crime Plan. This will be delivered over the upcoming weeks and months.

AV stated that she is grateful to KB for putting together a suite of papers with Gavin Chambers for the Police and Crime Panel. This was a very competent set of papers which went to the Panel.

AV updated that the Delivery and Beating Crime Board was held last week and that this went very well.

Transparency Manager

Stop and Search/Use of Force

KB updated that she is currently completing a review of the Stop and Search and Use of Force Community Scrutiny Panels. KB asked the team that if they receive anything to please forward to KB as she is the lead contact for this area.

Joint Audit Committee (JAC)

KB updated that she is moving forward with recruitment. There have been 4 applications, and these are being interviewed on Friday 4th March. KB is going to be meeting with Phil Wells to go over the interview questions. A full review of the Strategic Risk Register is underway for JAC. KB will be meeting with WH tomorrow to go over the wording. KB will be presenting this to the JAC in a workshop.

The JAC meeting was completed on the 2nd of December 2021 – all independent members have been informed of the Risk Workshop which is going to take place. KB is completing the initial review and then the workshop can take place after. This is expected to take place in March 2022.

Website Compliance - Specified Information Order (S.I.O)

KB stated that the OPCC have been notified that the CoPaCC Audit will not be completed this year as the organisation is not completing – however the OPCC will continue to complete monthly audits to ensure compliance against the S.I.O.

The PCC stated that he finds it challenging navigating the drop-down menus on the website. He stated that another OPCC has a good and user-friendly layout. KB has spoken to LF and she is holding discussions with the website designer to implement push buttons and make the website more accessible.

In regards to the Information Document that is published monthly, KB held a meeting with the Force Exec and is currently working on a new template to ensure that the information aligns with the Police and Crime Plan.

FOI/DP Requests

FOIs continue to come in and be managed by BC. KB updated that we have been receiving a higher number of FOIs, which a number are for the Force not the OPCC, so they are being redirected. KB and BC have had to complete a few referrals to the National Police Chiefs Council (NPCC) FOI department to receive guidance regarding a couple of requests received.

ICVs (Independent Custody Visitors)/Dogs

KB updated that BC is starting to prepare for the ICV annual report, this is statutory and has to be completed. BC has launched a survey to receive feedback from the ICVs on how the scheme is going. Most of the feedback has been positive however we have received a couple of negative comments which will be addressed in the Panel meeting

in March. The ICV scheme has returned to physical visiting and there are no concerns to report.

LQCs/Misconduct

The OPCC is currently holding ongoing conversations about the LQC function, and KB will update all when a resolution is agreed.

The OPCC is currently working through the process for a Police Appeals Tribunal (PAT).

Action: WH advised KB to speak to Estates so we can book parking spaces outside the office.

Complaints

Received 6 new reviews. KB reminded the team that as we are model 1, if we receive any form of complaint for the Force this needs to be sent to Customer Support.

KB updated that 7 new reviews have been received since the last BRM meeting, 1 has been finalised and 6 are outstanding. None have been upheld, however OPCC oversight has been submitted to PSD. KB reminded the team that if they receive any form of Force operational complaint, this needs to be forwarded to Customer Support. The OPCC only deal with Chief Constable complaints or reviews.

The OPCC has received several complaints against the Chief Constable, however they have not been recorded due to the action complained about not being about the Chief Constables conduct. Complainants continue to challenge this, however the IOPC guidance is clear that if it is about a function that is delegated to another within the organisation and not about the Chief Constable conduct – it cannot be recorded as a Chief Constable complaint, and it must be passed back to the Force for the appropriate authority to review and make a recording decision.

Decisions

All known decisions have been published. KB advised to please let her and BC know if there is any decisions recorded in meetings.

APCC

MR discussed APCC briefings that are due. KB has completed the appropriate adult APCC. The PCC will be reviewing the Strategic Plan APCC briefing.

Action: MR to resend APCC briefing number 25 to AV and KB.

	<p>Victim Care</p> <p>Bedfordshire Victim Care Services (BVCS)</p> <p>Performance – Qualitative and quantitative</p> <p>SP updated that the referrals to BVCS from the Force throughout February was 462. There were 628 referrals pulled through from the BVCS team which is 10% above target. There were also 10 agency referrals and 18 self-referrals.</p> <p>Projects</p> <p>BVCS have been given the green light to move to a new office in Bedford. This will involve a great deal of organising and SP is currently liaising with Human Resources, ICT and Estates to make this a smooth a transition as possible. SP has been informed that this could take several months.</p> <p>New elements to log (issues or success)</p> <p>With the Data Protection Impact Assessment (DPIA), Information Sharing Agreement (ISA) and Memorandum of Understanding (MOU) now in place, BVCS are now able to pull through crimes that have not been referred into BVCS in the correct way. This also enables BVCS to search for the 'buzz' words in Athena. for example, trauma, welfare and pull these through to. SP stated that at present the referrals are capped at 1000 as there is currently the equivalent of 5 full time Victim Care Coordinators (VCCs) working. There is potential to pull through 2000+ referrals should the correct number of staff be in place to enable us to complete this.</p> <p>Communication plans to share</p> <p>SP updated that LF is working with the Victim Care Supervisors on BVCS weekly communication on Twitter, and they are also working on a Facebook page for BVCS.</p> <p>Bedfordshire Police Partnership Trust:</p> <p>Performance – Qualitative and quantitative</p> <p>There were 63 referrals last month which works out to be approximately 3 a day. BPPT are currently working well and collaboratively with the Fire Service. They have also received Safe & Well training.</p> <p>WH stated that if anyone in the team would like to see how SP's team works and spend some time with them – to let SP know.</p>	
	<p>Project Manager – Policing and Contact</p> <p>PE has spoken to CG and completed some handovers regarding certain projects.</p> <p>Cop Hub</p> <p>PE updated that the product has been delivered and a presentation has been given to the Head of ICT in the Force who has requested for some cosmetic changes with a view</p>	

of rolling out a trial of the terminals (possibly 6 months) prior to committing to any further deployment. Several meetings have been held since December 2021 and PE is awaiting further development from Single Online Home (SOH) in regards to access. A quote has been received for deployment of terminals for a trial as and when this is approved.

Single Online Home is a single point of contact for the Police Force and 12 sites have been identified for the hubs to be placed such as Shefford, Biggleswade, Sandy, Leighton Buzzard. These will be put into places such as leisure centres, libraries etc.

Anti-Bullying Campaign

A further email has been sent chasing photos and this project was handed over to CG on 11th February 2022.

Roads Fund

PE updated that the Roads Fund closed for applications just before Christmas. Around 2 weeks ago, funding was announced of £201,000 over 15 projects. The information is displayed on the OPCC website via a decision log, press release, social media and published via the local media. PE is in the process of reviewing the grant agreements. PE hopes to have the grant agreements sent out and returned to successful applicants by the end of March 2022.

Safer Streets 2

PE stated that the Safer Streets Hub at the Disability Resource Centre in Dunstable opened on 10th January 2022 and is open every Monday from 1000-1400. Only a couple of members of the community have visited but are supportive of the packs being posted by KC and the team. The door knocks are on target and continue to rollout Smart Water and Ring Doorbells. PE is continuing to look at options regarding funding for CCTV due to lead time for suppliers.

Safer Streets 3

Surveys have been completed for CCTV and lighting and Crime Prevention material has been received. A property has been identified for Safe Spaces and is waiting for the lease to be signed. This will be a 2-year lease. Engagements have taken places – 2 in the hubs, at Queens Park, at the college and at the train station. Due to being unable to recruit, the funds have been repurposed to Safe Spaces.

Early Intervention

CG updated that PE has handed over some of the projects such as the anti-bullying project, Direction for Bedfordshire, and You Turn Futures, VERU etc.

CG stated that she is in the early stages of reviewing the project for YouTurn Futures – early intervention space within Luton Town Centre. There is lots of work to break the

cycle of reducing reoffending, drug use etc and she is looking into whether out of court disposals could be replicated in Luton.

CG stated that she has started to meet with the Local Authorities to see what is already in place regarding the Summer of Fun. The aim of the project is to engage in targeted co-ordination with local authorities to provide an extension of existing Holiday Activities and Food Programmes (HAF), provided by Luton Borough Council, Bedford Borough Council and Central Bedfordshire Borough Council.

There is scope for this to be achieved in various ways. CG stated that the OPCC could look to contribute financially which would allow for programmes to be delivered for a longer period and/or allow existing provisions to be able to gain access to a larger amount of vulnerable young people within the community. Alternatively, the OPCC could work to encourage other organisations to support the local councils existing work, providing a sophisticated network of local agencies contributing to the project. Meetings have been set up internally in the OPCC to contribute as part of the Summer of Fun aims. These meetings are held every 2 weeks.

WH stated that CG has been looking at places where the OPCC can bid into as well as the Town Intervention Group (TIG) in Luton. Has been building relationships. WH is going to speak to ZF this week re chairing the meetings.

Communications Officer

AV covered the Communications Officer update in LF absence. AV updated that Communications has been working with community policing to get messages out there and focusing on individuals. LF has been working on regular newsletters and the distribution list has been widened. There are now slots with parish councils, parish noticeboards and magazines.

KB has held a conversation with LF and BC regarding accessibility and is going to complete a workshop between themselves to make the website more accessible. LF, BC and KB will have a meeting to discuss this further.

Press release schedule update

Upcoming/recent

- OPCC allocates £201,000 to parish and town councils to help make Bedfordshire roads safer
- Mental health triage nurses to become permanent support to Bedfordshire Police
- Officer/staff culture/wellbeing focus
- Commissioning – funding announcement to partners for successful bids
- Rural Crime focus/investment
- Partnership working with Roads Victim Trust

Next month

- Carpool with the Commissioner – PCC interviewing officers/staff
- Safer Streets community event

Website

There are ongoing enhancements and tweaks to the website. The last meeting was 24th February, to feed back to web developer on amends/enhancements. The next meeting is scheduled for 16th March.

Wider promotion of campaigns

- Bus campaigns – Domestic Abuse
- Newspaper wraps
- Force-wide knife crime campaign (re-vamp of previous separate campaigns) - working with partners, force and key community contacts.

Plans for Facebook Lives and Carpool with the Commissioner have started with the same objective of educating the public the impact that the work of police/staff has on communities, how we are beating crime in Bedfordshire and what some of our colleagues concerns and frustrations are.

Events Officer

Events schedule

1st	March	Full Team Catch Up
2nd	March	Wixams/Elstow - Day of Action
8th - 9th	March	NPCC CCTV Conference
14th	March	Schools Debate 2021 - ROUND 1
15th	March	Carpool Questions
16th	March	PCC Visit - Develop
16th	March	PCC & Ward/Council Meeting - Central Beds - Orange
19th	March	Safer Streets Community Event
19th	March	Millbrook Proving Ground Young Drivers Event
23rd	March	Carpool Questions
24th	March	Schools Debate 2021 - ROUND 2
29th	March	Schools Debate 2021 - FINAL
TBC	March	Community Cohesion Thank you event
30th	March	PCC Visit - NOAH Luton
30th	March	PCC Visit - The Safer Luton Partnership
30th	March	PCC Visit - Keech Hospice Care
31st	March	Delivery and Beating Crime Meeting - Part 2

Beds Youth Council (BYC)

This month's theme was 'From History to our story'.

	<p>AOB</p> <p>ZF stated that AV and WH to approve designs and costs for the Wheelie Bin Stickers. ZF is currently trying to find out the leaflet postage costs for the No Cold Callers stickers.</p> <p>4 Full Team Catch Up meetings have been booked in for 2022. The next full team catch up is 1st March 2022 at 11:00am.</p> <p>The first draft has been signed off for the Annual Survey (moved to 2022) and ZF is currently waiting for this to be approved. The Precept Survey Information Electronic Leaflet was signed off and sent out on the 24th of February 2022.</p> <p>4 have signed up for the Carpool Karaoke and there are 3 more confirmed who are picking time slots.</p> <p>A second meeting for the Youth Conference was held on 15th February to discuss who will be leading and the plan. The venue will be at The Rufus Centre, and this is going to be moved to three days in a row – one for each location.</p> <p>The Force Communications Team are going to be arranging a meeting with ZF and LF to discuss how Facebook Lives are set up.</p>	
	<p>Commissioning</p> <p>SP stated that he went through the applications received for the PCC Grant Fund 2022-23. He reviewed the forms and organisations who have sent their DBS information etc. SP made his recommendations, and this was reviewed independently. AV stated it is very important to use someone to check and test the methodology, as the OPCC is such a small team. SP sat with the PCC to go through this last week and is currently emailing all partner organisations who have been successful and those who haven't been successful. They will receive their funding at the start of the new financial year – April – March.</p>	
	<p>AOB</p> <p>No AOB discussed.</p>	