



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

MONTHLY BUSINESS REVIEW MEETING

29th June 2021 at 13:00hrs – 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), Antonina Belcheva (AB), Mary Robinson (MR), Eliot Johashen (EJ)

No.	Business Review Meeting	Actions
	<p>Welcome and Apologies</p> <p>Apologies: Leanne Friel (LF)</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>Covid-19 – CK updated that the system of a few of the team in the office per pod area per day is working well and for the team to please continue to take two lateral flow tests per week to come into the office. CK advised the team to leave parking spaces for guests or for drop offs of equipment and that parking spaces can be used when there are no guests in the office.</p> <p>Strategic Board</p> <p>The topics for this month in Strategic Board include Community Policing, the Special Constabulary and welfare and will be taking place on 01.07.2021.</p> <p>Police and Crime Panel</p> <p>CK updated that the Police and Crime Panel would like to have champions per area, although haven't aligned to OPCC areas and the focus is on police areas. Therefore, CK stated that she will not be allocating OPCC colleagues to these champions. All of the work coming out of the P&CP will be shared in the usual way.</p> <p>CK updated that the next areas for July were listed as:</p>	

- To consider the consultation plan for the Commissioner's Police and Crime Plan
- Investment in community policing, retention
- Rural crime and strategy
- Champion roles

CK informed that she raised to the Panel that the Police and Crime Plan will not be released until August 19th so there should not be this level of detail so early.

Milestone Plan

CK updated that the Milestone Plan remains unaltered and all colleagues should have these built into their workplanners now. All PIDS for 100 days and Year 1 work needs to be completed by the 12th July including the plan and detail.

Business Continuity

CK stated that members of the public are ringing the office and we are not available to be taking the calls. CK requested that KB looks into phone contact within the office. CK stated that she appreciates that the team may not want to put up their personal number on the intranet but to please update to say you are contactable via email/Microsoft Teams.

Strategic Risk Register

The new version of the Strategic Risk Register was presented to Joint Audit Committee (JAC) and it was explained that the Risk Register will be redone for the next meeting after the Police and Crime Plan survey results are back in. The Panel would like a summary document of the older version which KB will use the OPCC meeting notes to complete.

Delivery Manager

Office Updates

WH requested for the team to highlight risks and issues within their updates and papers at BRM. WH attended Covid Gold on behalf of CK on 29th June and reported that there wasn't any major updates. The overall picture for Bedfordshire looks positive and there has been a reduction in Covid-19 cases within Bedford Borough. Cases are also reducing within Luton.

Staffing/HR

WH stated that there are some vacancies which will be coming up within the office. PMc and EJ are leaving the office and WH expressed his thanks to both. [REDACTED] will be joining us as Project Manager for Policing and Contact hopefully from the 1st September.

WH and KB held a meeting with Croner on 29th June. WH updated the team that it is likely that we will progress for the new contracts and handbook to go out for consultation within the next 7 to 10 days. WH stated that Croner have taken on

	<p>feedback and made the necessary changes and amendments which will mean that the contracts are standardised within the office.</p> <p>WH provided an update to the team regarding the GoodSAM and proposed Bedfordshire Police application.</p>	
	<p>Transparency Manager</p> <p>Strategic Risk Register</p> <p>CK updated that her and KB updated the new Strategic Risk Register and that as we launch the new Police and Crime Plan there will be further risks.</p> <p>Action: KB to schedule going through the risks and Strategic Risk Register with the team within August BRM.</p> <p>JAC</p> <p>KB updated that the JAC members were happy with the explanation from CK and that the main changes are going to be recruitment as their tenure is up. A meeting is to be held on 30th June for the plan on JAC recruitment.</p> <p>Website Compliance - Specified Information Order</p> <p>KB stated that there has been an update to the Specified Information Order which states the OPCC must now publish:</p> <ul style="list-style-type: none"> • A statement on how their force is performing in relation to key national priorities for policing (the new National Police Outcomes Framework as outlined in GR 61/2021 – APCC email); • Copies of HMICFRS PEEL inspection reports, and a summary assessment of the force's performance; and • Copies of IOPC data on force complaints, and a statement on how the PCC (or Mayor's Office) is exercising its complaints-handling functions under the Police Reform Act 2002. <p>KB informed that the above has been incorporated into the information agreement which is being presented to Strategic Board for agreement on 1st July 2021.</p> <p>FOI/DP Requests</p> <p>Freedom of information requests continue to be received and are managed by BC. KB updated that there are no concerns surrounding any requests made and that we have also received a couple of Subject Access Requests which are directed to the Force.</p>	<p>KB</p>

ICV's/Dogs

KB and BC have confirmed that ICVs will hopefully be returning to physical visiting as of Monday 19th July. KB and BC attended an ICVA meeting on the 29th June which was a question and answer session around physical visiting and then held a meeting with the Inspector for custody afterwards. KB confirmed that she had presented the process to the Chief Executive, Chief Inspector, Inspector and Lead ICV. The process has strong mitigations in place and is subject to change following Covid-19 government guidelines.

KB informed the team that custody staff are on annual leave for the ICV Panel session which is on Thursday 1st July and KB has requested whether a Sergeant can be present. KB is awaiting feedback from the Chief Inspector regarding this.

LQCs/Misconduct

KB has been notified about setting a LQC in regards to the change of complaints reform. Once this has been agreed KB will create a decision notice.

Complaints

KB updated that two reviews are currently outstanding for final outcome and a further complaint review has been received on 29th June. KB has 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.

The PCC Inbox has received a high number of emails surrounding E-Scooters which have been forwarded to Bedfordshire Police to review and respond.

Decisions

KB stated that all known decisions are now on the website and are up to date. KB has received an email from a member of the public asking for all previous decisions to be published on the website. KB explained to the individual that the log for the previous PCC term is published not all decision notices. KB is awaiting further correspondence from the requestor to whether or not they wish for all decision notices to be sent to them.

Audits

The OPCC has 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.

Project Manager Policing and Contact

Beds Custody and Investigation Centre

PMc stated that the 'Topping Out' ceremony for the new Custody has been set for 5th July. The Force Senior Command and PCC will be attending. Windows are now being put into the new building which shows the extent and scale of the building.

<p>Action: CK, KB and PMc to hold a meeting to discuss ICV input with the new custody build.</p> <p>Direction</p> <p>PMc stated that the service is still working well as we embark out of lockdown. It is working well with the North and South forums that allow organisations to come together and share their services and any issues they have been facing. PMc updated that YouTurn will be heavily involved in the IOM strategy transition and the Probation service now has CRC companies under their banner again.</p> <p>Action: CK requested that PMc finds out what is happening with Direction regarding force reducing funding and the new IOM strategy. CK would like to understand how this fits in with YouTurn and to send CK a document that shows the work of Direction in an easy format with a few case studies.</p> <p>OPCC Website</p> <p>PMc stated that the website continues to evolve and that LF and ZF have been uploading simple articles. Information Security will be meeting with [REDACTED] and the OPCC to review website security in the coming weeks.</p> <p>CK stated that we are still unable to see news items on a month by month basis on the website. PMc confirmed that he is meeting with ZF and LF on 30th June to review regarding the monthly updates. WH stated to make himself and CK aware if any costs are required for this.</p> <p>Action: Website to be updated with news items/press releases in a month by month order to aid formulating information for the annual report</p> <p>Community Engagement and Days of Action</p> <p>PMc updated that the first Community meeting has occurred on 24th June in Leighton Buzzard and surrounding areas. The meeting provided two priorities for the local policing team to be involved in and was well attended by local MP, Councillors and members of the public. The first day of action will be Central Beds – Leighton Buzzard on 13th July. PMc stated that the PCC will be attending.</p>	<p>CK/KB/PMc</p> <p>PMc</p> <p>PMc/LF</p>
<p>Victim Care</p> <p>Signpost</p> <p>Performance – Qualitative and quantitative</p> <p>SP updated that referrals into Signpost last month decreased and were at around 12% (around 650 referrals received) which is around 100 less. This month is looking more on track and SP will receive the figures early next week.</p> <p>SP stated that Signpost are down two Victim Care Coordinators (VCC's) due to maternity leave and long-term sick leave and are struggling with the volume however</p>	

prioritising and getting through to contact victims and provide the support. Work around bringing ASB into Signpost has been put back until year two due to the predicted increase in cases this would bring.

SP informed that the team have been filling out time sheets throughout June to understand how long it takes to speak to victims on average, research the case and will give us a better idea on analysis and the figures around this. SP will feed this back as soon as possible. SP is also currently looking at ways of having partners return to the Signpost office, 'Change Ur Life' in particular. SP has already welcomed [REDACTED], one of the volunteers, who is back on a Tuesday and [REDACTED] has enquired around having one of her team members in Signpost.

New elements to log (issues or success)

SP stated that VCC's have been using the Safer Street Office 'safe space' for DA face to face from the start of June and have currently held seven face to face conferences. SP updated that the team are speaking with partners to obtain more safe spaces around the county and SP will map these out once he has further details.

Bedfordshire Police Partnership Trust:

Performance – Qualitative and quantitative

SP updated that the Bobby Scheme are now fully back working. Since the lift in restrictions the team have been working hard to clear the back log of calls which built up during lockdown including the Safer Streets referrals. The team are hot desking and are not in the office full time to adhere to Covid Gold.

SP stated that the issue around the scheme attending high risk DA without the Designated Out Crime Officer (DOCO) had been addressed and was agreed that a DOCO will attend with the Bobby Scheme as a rapport had already been built. SP explained that this is no longer viable as the DOCO's, like the Bobby Scheme, are not equipped to deal with an offender arriving on the scene. Although all possible checks are made before attending a high-risk DA address, it does not account for the 'what if' scenario. Discussions are ongoing and CK will be raising this at Strategic Board.

New elements to log (issues or success)

SP updated that [REDACTED] has completed her lock smiths' course in June and further courses are being reviewed. Letters have gone out to all local and town parishes asking for donations. SP has received responses and will set up meeting should this be required.

Communication plans to share

SP updated that the modernisation project has started with a PID set up and the risk assessment to follow. The new flyer has landed and SP is working with the Rotary Club to send the flyer far and wide trying to gain support for the BPPT.

Victim Care:

SP is liaising with the Force in relation to the projects he is managing. SP has a meeting with [REDACTED] on 1st July regarding Bedfordshire Police and including Victim Care in their culture work as well as a conversation around Echo and Victim Journey Mapping.

Communications Officer

LF sent her apologies however an update paper was provided.

Press releases:

Press release schedule update (this week)

- 28.06 – Special Grant Fund
- 29.06 – Announcement of the Road Fund
- 01.07 – VCOP no 5
- 01.07 – Talk to us day (Samaritans) – socials

Upcoming

- 05.07 - VCOP no 6
- 05.07 – Safer Streets event
- 05.07 – Problem solving meeting for Bedford Borough
- 06.07 – Public Consultation starts
- 06.07 – Midyear Partners event
- 12.07 – Violence Reduction meeting
- 14.07 - VCOP no 7
- 19.07 – Community Day of Action – Queens Park
- 20.07 VCOP no 8
- W/C 26th – GAP PCC ON LEAVE – opportunity to shout about OPCC
- 26.07 – VCOP NO 9

Signpost – Social Comms

Posts are uploaded on a Monday and Friday for Signpost which includes standard Signpost posts and retweeting other accounts. Posts uploaded on a Wednesday are specific posts for Signpost and targeted to things going on. LF and SP are holding a meeting on 30th June to discuss Signpost social media posts going forward.



Newsletters

The focus with the newsletters is around updates with PCC's engagements, community policing/prevention/police and crime plan/consultation survey and the Chief's Executive Celebration.

Socials

Social media posts are planned until the end of July.

Website

LF and ZF have received training and can now upload news stories onto the website. They have also received training on creating events although require further training on this. Work continues around making the website easy and accessible for all to use. Several meetings have been held to agree on the next steps and new homepage design with tiles to link to Transparency/Police and Crime Plan/Events.

Signage, Logo and Ribbons

This has almost been finalised and is saved on the bhouse network drive.

Events Officer

Events Schedule for June/July 2021

JUNE			
29th	June	Parish Council Cluster - Luton - Green	18:30 - 19:30
JULY			
5th	July	Public Consultation go live	1st - 2nd August
6th	July	Parish Council Cluster - Central Beds - Blue	18:30 - 19:30
7th	July	Community Priority Meeting - North Bedford Area	18:00 - 19:30
12th	July	PCC Violence Reduction Meeting - Luton North	18:00 - 20:00

13th	July	PCC Violence Reduction Meeting - Luton YP Meeting	18:30 - 20:30
13th	July	Full Council Meeting - Luton	18:00 - 20:00
14th	July	PCC Violence Reduction Meeting - Luton South	18:00 - 20:00
21st	July	Community Day of Action - Queens Park/Great Denham	11:00 - 14:00
22nd	July	Full Council Meeting - Central Beds	18:30 - 20:30

Beds Youth Council (BYC)

ZF stated that within June we shared messages about Mental Health and Mental Health Awareness Week. July's theme is going to be around Black Lives Matter via an Instagram takeover from the Central Bedfordshire Council 'Youth Voice Team'.

Future campaigns:

- **Att10tive**
- **Evolve Learning Centre**
- **LAWC**
- **Reactiv8**

Stop and Search

ZF updated that the next Stop and Search Panel is on 26th August 2021 and this is in the PCCs diary.

Action: ZF to produce a budget summary of predicted spend and send to WH for finance meeting for supporting young people.

ZF

Full Office Meeting

ZF updated that four full office meetings have been booked in for 2021. The next full team catch up is Thursday 2nd September 2021 at 1pm – 2pm and will be going over the Police and Crime Plan.

<p>Safer Streets Manager/Commissioning</p> <p>Open Bids update</p> <p>Safer Street VAWG – only Bedford CSP confirmed interest Critical Fund x2 – submitted 25th June Male Rape Fund – submitted 25th June</p> <p>AB confirmed that 2 open bid funds were submitted and that we should be hearing about these within the following two weeks. The Safer Streets 4, Violence against women, will be coming out in the next week with six weeks for bid writing.</p> <p>MOJ Returns or announcements</p> <p>AB updated that the MOJ new agreements have been signed and sent back to the MOJ. The template has been sent to WH for review and will be issued to all partners. The Victims Strategy meeting was cancelled.</p> <p>New funds available</p> <p>ISVA and IDVA allocations – AB stated that these both need new contracts.</p> <p>Partnership engagements any issues or successes</p> <p>AB stated that the 3rd July engagement in Bedford for Safer Streets 1 may need some support from office. The PCC will be attending for one hour to join on the walks.</p> <p>AB confirmed that partners have been supported regarding the tampon tax fund and summer initiative in Bedford.</p>	
<p>Contacts Officer</p> <p>MR discussed the APCC deadlines within her paper.</p> <p>Action: KB stated that she will review APCC deadline GR 105/2021.</p> <p>Action: PMc to review APCC deadlines GR 92/2021 and GR 94/2021.</p>	<p>KB</p> <p>PMc</p>
<p>Criminal Justice Manager</p> <p>The National Probation Services (NPS)</p> <p>EJ stated that the National Probation Service supervises offenders in the community whilst they are serving a non-custodial sentence or after their release from prison on license. Probation manage offender’s rehabilitation and resettlement into the community. EJ updated that there is a new operating model and on 26th June Probation have gone through a unification and will be moving to a new operating model in England and Wales. The new Target Operating Model will be introduced after a period of stabilisation.</p>	

	<p>Dynamic Framework</p> <p>EJ stated that Probation launched the Dynamic Framework (DF) back In June 2020, enabling charities and private sector organisations to compete for more than £100 million a year to provide services such as education, employment and accommodation. EJ is currently liaising with the East of England Regional Lead on the DF from Probation and is meeting with her on 13th July.</p>	
	<p>Executive Personal Assistant</p> <p>GM updated that the PCC is happy with how the diary is running. The PCC raised avoiding booking engagements and meetings within certain evenings with GM and this has been discussed and implemented with CK and ZF.</p>	
	<p>AOB</p> <p>No further AOB discussed.</p>	