



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

MONTHLY BUSINESS REVIEW MEETING

30th September 2021 at 13:30hrs

Chair – Clare Kelly – Chief Executive

Attendees: Clare Kelly (CK), Wayne Humberstone (WH), 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)

Apologies: None

No.	Business Review Meeting	Actions
	<p>Welcome and Apologies</p> <p>CK welcomed the team to the meeting.</p>	
	<p>Actions Update</p> <p>All actions were reviewed, discussed and have been updated on the Log.</p>	
	<p>Chief Executive Update</p> <p>Risk Register</p> <p>CK discussed in detail and shared the risk register document with the full team. CK went through all risks and gave a full explanation and the mediation. She explained it was presented at JAC and all independent members were happy with explanations and rationale given.</p> <p>Office Updates</p> <p>CK reminded the team around when working in the office and working in open plan to please use headphones if you are on a call. There will be times when there are two to three people from the office in a meeting and to use the green room if this is the case. As well as this, the office is also starting to become a little untidy. CK requested all to keep an eye on this and ensure that the office does not become untidy.</p> <p>Strategic Board</p> <p>CK updated that the focus at next month's Strategic Board is response. The previous Strategic Board's focus was around victim care.</p>	

Police and Crime Panel

The next Police and Crime Panel is on October 12th. The papers include the Milestone Plan.

Business Continuity

CK reminded the team about annual leave and that we are coming up to the annual leave period in October, therefore to please ensure detailed handovers are written up and provided to your Line Manager prior to annual leave.

ERSOU (Strategic Governance Board)

The next focus at ERSOU is around POCA (Proceeds of Crime Act) money. There were no issues to report from the previous meeting.

Legislation, Publications, Consultation Updates

Paper was sent by CK to APCC. Part two review feedback is now complete.

JAC

CK updated that the Joint Audit Committee Meeting went very well.

Office Performance

Away day – This will cover report writing, metric recording and research and the Milestone Plan.

SP requested whether a booking in procedure/system can be made for the Green Room.

Action: GMc to review a booking in procedure for the Green Room.

GMc

Delivery Manager

Risks/Projects

WH discussed with the team around risks within the workplanner for governance. WH stated that he would be talking to all managers surrounding their areas and projects, as risk registers should be drafted so they can be brought to BRM. The Strategic Risk Register will be managed by CK and KB but others will be managed by project leads. At each BRM risks will be discussed and monitored.

CK asked whether other roles in which the closing date has completed have been removed from the recruitment page on the website. LF confirmed that these have been removed.

For both roles (Pathways and Early Intervention) - paperwork has been received. Their start times will be around December at the earliest due to HR and vetting delays.

	<p>AB and WH interviewed for the coordinator post for Safer Streets. AB has also interviewed for the administrator post and has recruited successfully. Regarding commissioning, we are yet to hear from Safer Streets 3 and 4. WH updated that we will be hearing back soon regarding VAWG (Violence Against Women and Girls) and SWAN (Safety of Women At Night) at the end of October/start of November.</p> <p>Office Updates</p> <p>TOIL and Annual Leave – WH has sent some emails to the team regarding annual leave and reducing TOIL hours. There are a number of evening meetings being held throughout October and November. WH requested whether all could use their TOIL the following day in the morning if working into the evenings due to meetings. WH is looking into using the CARMs system for TOIL.</p>	
	<p>Transparency Manager</p> <p>Terms of Reference</p> <p>Reducing Reoffending – PE will be taking over ownership with this meeting. When the meeting is set up, the TOR can then be added as an agenda item.</p> <p>Action: TOR to be added onto agenda for Reducing Reoffending Board once meetings have been set up.</p> <p>SAS BCH – TOR has been added to the agenda.</p> <p>ERSOU – TOR has been added to the agenda.</p> <p>BPPT – TOR to be added onto the agenda for the next meeting.</p> <p>Action: TOR needs to be added to the BPPT agenda.</p> <p>JAC</p> <p>KB updated that recruitment for an internal member has commenced and is now live on the website. LF has also added this onto social media. KB completed a paper for old risks vs new risks for the panel as the Strategic Risk Register has changed quite significantly due to new PCC tenure.</p> <p>Website Compliance - Specified Information Order</p> <p>Ongoing discussions regarding this at Strategic Board.</p> <p>CK has been raising this and the need for compliance at Strategic Board for the last three months. The paper from Strategic Board has been added onto the website and Quarterly data will be given in October Strategic Board.</p> <p>WH raised that ██████ is leaving. CK stated to formally note this as a BRM Risk, as ██████ has been working with the OPCC for many years and assists with Budget.</p> <p>Action: Clare to think of a mitigation regarding the risk of ██████ leaving.</p>	<p>PE</p> <p>SP</p>

FOI/DP Requests

FOIs continue to come in and be managed by BC. Reminder to all that if information has been passed to the Transparency Team by your department we will not be checking this information and it will be sent out as sent to us.

KB is currently still completing the Subject Access Request received, however will most probably not be able to meet the deadline of 1st October. KB will contact the requestor directly to inform them. When KB sought further clarification previously she noted to the requestor that there may possibly be a delay.

ICV's/Dogs

ICV Quarterly Panel meeting was held on the 27th September and went well. ICV's are hopeful that the PCC will be able to attend soon. BC has contacted universities and Force Comms around ICV recruitment and KB has contacted the volunteers service.

We have received three applications and the recruitment only went live this week. If any phone calls are received in the office regarding ICV's and recruitment, please pass to KB and BC.

There is a concern surrounding vetting at the moment. Vetting are prioritising Police Officer vetting and the timeline for vetting volunteers is unknown – this is a risk as we may lose individuals as they may not want to wait 6 months or longer to become an ICV before any training is completed.

LQCs/Misconduct

The OPCC has received one request for an Independent Member – no concerns.

Complaints

One review is still outstanding due to the case handler not responding to KB questions. This has been escalated to line manager and PSD and awaits a response so the review can be completed.

CRT Dip Sampling has commenced this month with issues being highlighted. An initial finding of concern is that wrong data is being added into CRT. KB has held a meeting with Customer Support management who informed that there are staff shortages. This will be continuously monitored and a monthly meeting has been set up for feedback.

KB updated that logging of complaints and cross referencing to VCOP is still not easily reviewed as the staff within the department have not had the appropriate training, KB will be drafting a training presentation.

Decisions

KB updated that all known decisions are now on the website. All team members are asked to remember the process in regards to decisions, if your department needs to draft a decision or you are aware of a decision made in a meeting please let KB and BC know.

	<p>CK updated that there was a decision from Strategic Board around Estates Strategy – to go out to include partners.</p> <p>Action: KB to find detail out regarding decision made at Strategic Board around the Estates Strategy to ensure a draft can be completed then signed off by CK.</p> <p>Audits</p> <p>There are two audits coming up, the Force Finance Audit and Police and Crime Plan Audit. KB will contact RSM about next steps.</p>	<p>KB</p>
	<p>Victim Care</p> <p>Signpost</p> <p>Performance – Qualitative and quantitative</p> <p>SP reported that referrals into Signpost last month were at around 10%. Although this is a slight increase to the month before, Signpost have still seen a constant decrease over the past few months but are working hard to ensure this figure rises. Communications to the Force via the intranet have been posted and Signpost will be holding two open days per week for six weeks for Police Officers and Police Staff to visit Signpost and speak with the team. This will also be posted on the intranet as well as emails sent to all Supervisors.</p> <p>Projects</p> <p>SP updated that the Victim Culture Beds Police first paper will be available week commencing 4th October, although this will be a rolling paper and will be updated after every Victims and Witness Group.</p> <p>The fraud paper has been written and submitted. SP stated that 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 Managers responsibility to update accordingly.</p> <p>New elements to log (issues or success)</p> <p>SP updated that Signpost have secured further safe spaces around the county for Domestic Abuse Face to Face. The uptake on face to face has been slower than expected and therefore have adjusted how the Victim Care Coordinators (VCC’s) offer this service to victims. This is by amending the opening text when first speaking to victims and also ensuring that whilst the VCC’s give ongoing support it is offered again.</p>	



Communication plans to share

Signpost have supported Safer Streets 2 with door knocking in September. Signpost also have two more events in October around the county. A sturdy gazebo has been purchased to further support greater engagement opportunities.

Bedfordshire Police Partnership Trust:

Performance – Qualitative and quantitative

SP updated that referral rates to the Scheme were slower over August and the early part of September but have since picked up and are where they should be. The Scheme have liaised with Reactive8 and the NHS to provide security advice and support to properties which house the vulnerable and victims of Domestic Abuse.

New elements to log (issues or success)

The first £500 grant from Biggleswade Town Council with the majority of the other grant requests meeting being held in October.

After long negotiations with the Force, an arrangement has been reached for an Officer to accompany the Bobby scheme to High Risk Domestic Abuse addresses. The Scheme will raise a CAD with the Force Control Room for an Officer to attend the location at an allotted time where the work can be carried out

Communication plans to share

BPPT will relocate into Signpost before Christmas. All IT equipment has been ordered and we await this before any move.

Partnerships

No Update for this meeting.

Project Manager – Policing and Contact

Anti-Bullying Campaign

PE updated that he has been engaging with [REDACTED] via Instagram to get some background information and this has been sent out to partners that work with young people to get them to support. PE has received three responses so far and will be sending out posters to get photos of these being displayed and will then do a media release once these have been received.

Next steps

PE has held an initial meeting with You Turn Futures and discussed the conditional cautioning program, they have had positive results. PE is waiting for the quarterly update to be released with more detailed data. The service has been promoted on the

force intranet at the end of August so it is too early to see if there has been an increase in referrals and will be reviewed in a couple of months to see if there is any need to complete further promotion.

Community engagement and days of action

PE updated that work is ongoing in this area and has contacted community teams to get future dates in the diary – currently awaiting responses. One event was held this month in Kempston.

Road Funds

No update. PE will be meeting with CK to discuss this and steps forward.

Interns Programme

PE updated that the review of the Summer of Fun events has been completed and proposals made for next year's events. The feedback received was very good and the interns confirmed that they got a lot out of the programme. One piece of feedback for the Summer of Fun plan for next year was to make sure it is inclusive.

The topics and questions for the school's debates were completed by the interns and need to be reviewed.

Communications Officer

Press release schedule update (this week)

- Schools Debate
- Safer Streets wrap up
- Funding for CCTV at Pavilion Lewsey Farm

Upcoming

- 04.10 – Interns
- 04.10 - PCC dedicates time with staff
- 04.10 – Safer Streets door knocks
- 04.10 – Annual Parish Council conference
- 11.10 – Safer Streets funding TBC
- 11.10 - ASB Conference
- 18.10 - Two years on FDAC event
- 18.10 - NBPA Conference
- 25.10 - gap

LF updated that the Prevention press release has been picked up by the Oracle and Bedford Independent.

Signpost – Social Comms

- Monday and Friday posts – Standard Signpost posts and retweeting other accounts.
- Wednesday specific posts for Signpost targeted to things going on.

Newsletter

- Update on community events (violence reduction meetings)
- Prevention - APCC
- Upcoming Violence Reduction meetings
- Upcoming events
- Internal – physio sessions
- Chief’s Executive Celebration

Socials

- Violence Reduction meetings
- Black History Month
- World Mental Health Day
- Domestic Violence Awareness month

See comms schedule for full details

Website

The Website Provider has completed the website accessibility review and has sent an email to WH and LF regarding the accessibility and errors.

Action: LF to contact the Force regarding reviewing the website accessibility and review completed by the Website Provider.

LF

AOB

LF updated that she has updated the Partnership Database with Town/Ward Councillors details and requested they update us with any changes. LF stated that she has also sent an email to all parish/town councils with a short update (rural focussed) and requested information about their free magazines/flyers so we can include an update from the PCC every three months.

Themes: community policing/visible policing/county lines/speeding/ASB/Speedwatch.

Action: CK to look on Google for partner organisation office addresses and review if they are up to date.

CK

LF stated that the PCC would like to complete the following engagements:

Ask the PCC – to be planned (following meeting with LF, PE, PCC)
Thank a COP – PCC would like to do something around this
Chief/PCC to do a six-monthly Facebook Live for the public

Events Officer

Events schedule

OCT		
1st	October	Pizza with the PCC - Specials
5th	October	Annual Parish Council Conference
6th	October	PCC Visits - St. Giles
6th	October	PCC Visit - Suzy Lamplugh Trust
13th	October	PCC Visit - Challenging Behaviour
13th	October	PCC Visit - Home Start
13th	October	PCC Visit - Directional
13th	October	PCC Violence Reduction Meeting
15th	October	Team Away Day
19th	October	FDAC - 2 years on

Engagement Wednesdays

St. Giles	6th October – 1:00pm – 2:00pm
Challenging Behaviour	13th October – 9:00am - 10:00am
Home Start	13th October – 10:30am – 11:30am
Directional	13th October - – 1:00pm – 2:00pm

Beds Youth Council (BYC)

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

Future campaigns:

- FACES
- SSG Series
- Att10tive
- Challenging Behaviour
- Unseen



<p>Action: ZF to provide presentation on Beds Youth Council at the next BRM meeting – 5th Nov.</p> <p>Stop and Search</p> <p>ZF updated that the next Stop and Search meeting is on 25th November 2021 - 6pm to 8.30pm and is in the PCCs diary.</p> <p>ZF provided an update around the 'Schools Debate'. This starts in November 2021 with three rounds. Schools across the Bedfordshire have been invited to create a debate team and will be given a question 10 days in advance of round one. The rules and regulations are saved within the events folder.</p> <p>The Partners Day is now a virtual event and will be held in December 2021.</p> <p>Regarding above action for CK: Closed and resolved. When writing to partners regarding confirmation of visits – screenshot the information that we have re location and then partners can respond to confirm if the location has changed.</p> <p>Full Office Meeting</p> <p>The next full team catch up is 15th December 2021 at 1pm – 2pm.</p>	<p>ZF</p>
<p>Safer Streets Manager/Commissioning</p> <p>Open Bids Update</p> <p>AB updated that the Youth Endowment Fund is open now live and open for bids from 27th September and closes 1st December.</p> <p>MOJ Returns or announcements</p> <p>The MOJ report has been received and is to be returned to MOJ by 14th November – we have been given extension due to the delay of submission to us. BC sent the MOJ report to all partners today and AB and BC have a plan to merge all of the spreadsheets together prior to the submission date. The Safer Streets return is due on the 14th October.</p> <p>New funds available</p> <p>AB updated that we have opened our Grant Funding for applications on 6th September closing 15th October. Outcomes to be provided by 15th December.</p> <p>AB stated that [REDACTED] can assist when it comes to checks for successful bidders.</p> <p>Partnership engagements any issues or successes</p> <p>AB is currently working with HMPPS on the Dynamic Framework and will be meeting in October around how we can work together and understand more on what has already been funded for Bedfordshire.</p>	



	<p>Safer Street Dunstable</p> <p>AB updated that she had completed another multi agency door knock on the 23rd September 2021 with Safer Streets. To date have visited 900 households.</p> <p>The Community Engagement Event on 25th September 2021 went very well with over 80 residents attending.</p> <p>Action: Any expenses which have been received for Safer Streets for events or other then they must be budgeted under the Safer Streets code not the OPCC code.</p>	ALL
	<p>Contacts Officer</p> <p>APCC –</p> <p>In regards to APCC, MR updated that a couple of deadlines have passed and discussed these with the team.</p>	
	<p>Executive Personal Assistant</p> <p>No changes to the structure of the PCC's diary.</p>	
	<p>AOB</p> <p>The team confirmed that there are no changes to key contacts.</p>	