



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

MONTHLY BUSINESS REVIEW MEETING

30th January 2023

Attendees: Wayne Humberstone (WH), Phil Eaton (PE), Tara Malciw (TM), Mary Robinson (MR), Francoise Julian (FJ), Bethany Coles (BC), Cara Gavin (CG), Karen Cotton (KC), Phil McCarthy (PC), Anesu Magundani (AM), Claire Hurst (CH)

No.	Business Review Meeting	Actions
	<p>Welcome and Apologies</p> <p>Apologies: Simon Powell (SP), Alysha Patel (AP), Jenna Skinner (JS), Anna Villette (AV), Kimberley Campbell-Lamb (KC), Gemma McCormack (GM), Pauline Stewart (PS), DPCC Ian Dalgarno (ID)</p>	
	<p>Actions Update</p> <p>All actions were reviewed and have been updated on the log.</p>	
	<p>Director of OPCC Operations</p> <p>WH introduced all to the meeting and updated that we are relatively on track with deliverables, the Delivery Plan has been updated following the Project Managers meeting last week.</p> <p>WH stated that there are projects which are ongoing such as the absenteeism project that CG has been progressing. The Education Toolkit was worked up by CG, KC and PE which is a fantastic piece of work. There is also project work ongoing with the Criminal Justice Board.</p> <p>We have received great feedback from a partner organisation regarding the Commissioning Team re new processes and due diligence etc.</p> <p>WH and PE held a meeting today regarding self-service terminals.</p> <p>The Commissioning Team are recruiting for another Commissioning Officer.</p>	



	<p>Another member of staff joined Bedfordshire Victim Care Services today and we are currently in the process of filling two more vacancies for Business Support Assistants and for one Victim Care Coordinator.</p>	
	<p>Head of Governance and Transparency</p> <p>Police and Crime Panel</p> <p>The panel is due to take place on the 7th of February 2023, the focus of this meeting will be precept and budget – papers have been submitted. If you ever wish to attend panel, let KB know as it will open your eyes up to why we request so much information.</p> <p>Joint Audit Committee (JAC)</p> <p>JAC took place on the 23rd of December 2022, the OPCC presented the strategic risk register. KB will be reviewing this again in the upcoming weeks, if anyone wishes for any points to be noted or risks to be considered please inform KB.</p> <p>RSM audits are ongoing within the OPCC.</p> <p>FOI/DP requests</p> <p>FOIs continue to come in and be managed by BC.</p> <p>Independent Custody Visitors (ICVs)/Dogs Scheme</p> <p>Recruitment continues for ICVs – 2 new ICVs completed their training/induction on Friday 27th January 2023. There are 4 ICVs undergoing vetting and 3 interviews are scheduled in. We currently have 28 ICVs at present. The ICV Panel session went very well, the PCC attended and thanked all ICVs for their dedication towards the scheme. ICVs completed mandatory training at the Panel and those that are unable to attend then complete the training online.</p> <p>Stop and Search/Use of Force Panel</p> <p>We had the Use of Force main meeting last week – really good discussion points. AM is currently drafting up the minutes. We will be drafting a separate action log.</p>	



Sub panels are now being minuted. KB has tasked AM to draft up a scrutiny bulletin which can be published to aid transparency pledge.

KB has also asked AM to look at recruitment to see if we can launch another recruitment process – to try and get 5 more members.

Legally Qualified Chairs (LQCs)/Misconduct

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

Working group together for the 7 Forces – to look at recruitment for 2023.

Complaints

Work is being completed in this area – Dip sampling and liaising with the Force.

Reviews - Four outstanding.

Decisions

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 as we need to ensure nothing is being missed.

Website Compliance – Specified Information Order

A further re-audit has been completed by the Cabinet Office and feedback has been provided on a couple of areas to amend/add to the accessibility statement on our website. The website will be reviewed on a monthly basis by the Transparency Team and the accessibility statement will be regularly reviewed to ensure that we remain compliant.

BC has briefed the office on accessibility and what is required from the team such as ensuring font type and size on emails is accessible, and how to use the 'accessibility checker' on Microsoft and for PDF documents. Documents will not be uploaded on the



	<p>website unless they are fully accessible. If you have any questions or would like a run-through of how to make a document accessible, please contact BC.</p> <p>There is lots of useful information from BCH on the intranet if the team would like to read and learn more about the importance of accessibility.</p>	
	<p>Violence & Exploitation Reduction Unit (VERU) Manager</p> <p>Community & Engagement</p> <p>PM updated that a very productive Quarter 3 has been reported.</p> <p>A new system of online reporting adhering to VERU Home Office requirements has meant the data can be more easily transported and analysed. As previously reported, the commissioned services got off to a slow start but have really galvanised the way they have interacted with large numbers of young people across the county.</p> <p>Most of the commissioned services have reported back with healthy reports of engagement and achievement against their grant delivery plans. The one or two commissioned groups who have failed to report or the report lacks the detail – have been subject to additional support from the Community and Engagement Lead.</p> <p>Communications</p> <p>VERU branded merchandise has arrived for our community events. The process of use of merchandise will be discussed and agreed at the VERU Leads meeting to ensure maximum exposure and branding of the VERU and key supportive messages.</p> <p>The VERU in View and social media continue to have ‘hits and the messages have been well received.</p> <p>A new Comms Project concerning Knife Crime has been authorised this month. The Comms Team will deliver a set of interviews, key messages and other social media product and content as well as paid advertising conveying the message of not carrying a knife. The campaign will run for most of the year and we will be able to publish the timeline to OPCC and Force to ensure</p>	

any significant supportive operations or programmes can be 'attached'.

Data Analysis and Research

Strategic Needs Assessment is being compiled – deadline is end of March 2023. Strategic Response Plan will also be a by-product of the Strategic Needs Assessment, as will the VERU Action plan.

Education and Research Lead

Developing the VERU Action Plan in direct response to the Strategic Needs Assessment. Absenteeism programme continues to be monitored.

YIS (Youth Intervention Specialists) Work

YIS are actively trying to recruit into the team. The team vacancies have impacted on our ability to maintain higher levels of referrals.

Referral meetings and events attended:

- Multi-agency child exploitation meeting MACE
- Contextual Safeguarding (CBC South)
- MAGPan
- Serious Youth Violence Panel
- CSE and Missing SPOC meeting
- Boson Silver
- Central Bedfordshire College Health and Wellbeing event
- Knife Crime/ Gang Presentation – Central Bedfordshire College
- Dallow Road – Op Weaver

Further to this, the YIS team hold caseloads for high-risk children and are now monitoring their work on a new Case Management system. Continued training on this system will allow the YIS team to have a fully auditable record of their interventions.

Events – managed by Community & Engagement Lead

- Working with OPCC for the Youth Conference – VERU to plan morning event and OPCC the afternoons. Expected date of events in Feb 2023.
- Planning Hope Hack – Damilola Taylor funded event to seek Youth voices – planned for end of March 23. Further meetings have taken place with Leicester VERU.



	<ul style="list-style-type: none"> • Kick-Off@3 – developing the next round for Bedfordshire – Youth led football tournament to choose one team to represent Beds at a final tournament in July 2023. <p>Risks – nothing to report on this period</p> <p>Commissioning</p> <p>Re-Profiling on our underspends has allowed us to further fund active and high harm community interventions.</p> <p>Commissioning Cycle has been completed for the year cycle.</p> <p>Update on the Custody Intervention Programme</p> <p>This will be a commissioned service that will speak to all young people between 18-25, currently not a lot of service provision is aimed at this age range whilst in custody to have a behaviour focussed interview – to establish if the detainee is aware of their option and consequences of the actions, with a view to develop a pathway of further referral into support networks that will break cycle of criminal activity or re-focus a young person to re-connect with Training/ Education/ Employment opportunities that could still exist for them.</p>	
	<p>Head of Victim Services and Commissioning</p> <p>SP sent his apologies for the meeting. PE provided an update in his absence.</p> <p>MR asked PE whether Bedfordshire Victim Care Services (BVCS) referral numbers include self-referrals, such as ones forwarded from the OPCC. PE confirmed that it does.</p> <p>PE is currently working with BVCS Supervisors and there was a Improvement Working Group held last week – this was a productive meeting and is there to implement changes.</p>	
	<p>Commissioning and Income Generation Lead</p> <p>JS sent her apologies and TM provided the updated for Commissioning. One vacancy remains within the Commissioning Team as a candidate is no longer progressing through the recruitment process. Successful recruitment has taken place of</p>	



one Commissioning Officer who joined the team on 9th January 2023 and is undergoing training.

Updates:

- Needs Assessment across all funds to be conducted
 - o Victim and witness survey now live
 - o TM is completing a research piece on domestic abuse perpetrators and perpetrator programmes, reviewing literature and meeting with local partners.
 - o The team has an outline of other research projects to take place in 23/24

- Performance and monitoring
 - o Quarter 3 monitoring meetings have begun and are to take place until mid-February 2023 for Ministry of Justice (MoJ) and Community Safety Fund (CSF) projects.
 - o The Commissioning Team are to present to Governance and Transparency on 3rd March 2023.

- Commissioning activities:
 - o The Commissioning Process for funding of under £50,000 is underway, applications were received on 9th January 2023, the Commissioning Team then completed due diligence checks and reviewed the applications against showstopper questions, 16 applications progressed to evaluation panels on 12th, 13th and 24th January 2023. Clarification meetings are being held with providers where necessary. This is the final stage of evaluation before announcing the outcomes.
 - o All commissioning plans for 23/24 have been made with consideration for longer term future plans.

- Income generation:
 - o Multiple deadlines for funding opportunities from Nov-Jan. Team working to identify which are appropriate for the OPCC.

Action: TM will share the Needs Analysis with the wider team.



Project Manager – Policing and Contact and Safer Streets

Safer Streets

PE updated that a new member of staff should be starting with us and the end of Feb. The Education Pack has gone live and thanks to CG and KC for the work they have done on this.

Community Triggers

No update from previous meeting.

Specials linked to locations

Only one specials induction planned for 2023 at the moment so it looks like there will be no specials linked to communities recruited, I have asked if there were plans to offer this opportunity to existing specials but have yet to receive a response.

Retention rate and attrition

Awaiting an update from the Force regarding this, but the Force look on target to achieve its uplift, attrition rate still at 11% but it is hoped that the Student Hubs will help bring this down. However, their impact may take some time.

DA focus on offender

No update in this area at the moment.

Business partnerships

Meeting arranged with Bedford BID chair for later in Feb 23 to see how we can work better together and will arrange a similar meeting with Luton BID. There is no similar scheme in Central Beds and having looked at Business Watch Scheme's previously with very limited uptake.

COP HUB

We are taking delivery of three terminal this week and they will be deployed to libraries across Central Beds following site visits, the reason Central Beds has been identified for this trial is that they do not have an operational police station and the community is spread over a larger area than Bedford Borough or Luton.



	<p>Bedfordshire Victim Care Services (BVCS)</p> <p>As discussed previously in the meeting, PE confirmed that he is currently managing BVCS staff and supporting the day to day running of the team.</p> <p>The BVCS Improvement Group started last week chaired by WH. From this meeting there will be action for both the supervisors and PE to help implement the recommendations from the review that was carried out last year.</p>	
	<p>Criminal Justice Project Manager</p> <p>FJ updated that she is currently in the process of drafting the March agenda for senior management approval and working through the actions from the December Criminal Justice Board meeting.</p> <p>A standard reporting method for the three workstreams has been agreed by the respective Chairs as follows:</p> <ul style="list-style-type: none"> a) In future the Board will receive verbal updates, to include 3-4 specific items of discussion to bring to the attention of the Board, highlighting anything requiring a wider partnership discussion including any areas of risk/concern which might require a closed conversation during the allotted time, at the end of the BCJB agenda. b) Updated Action logs from each workstream at the end of each quarterly meeting, to be circulated with Board papers in future, commencing in 2022-23 Q4. This will be an accompaniment to the verbal updates, giving the partnership an opportunity to scrutinise workstream performance and allow for specific questions if required. <p>Police and Race Action Plan (PRAP)</p> <p>FJ updated that she is looking at how to support the Force in achieving the vision and outcomes of the PRAP through the Board and its respective workstreams.</p> <p>Membership/Partnership Working</p> <p>Gaps in Board membership have been filled with a commitment from Health Commissioners including mental health and the DWP, to attend future Board meetings and relevant subgroups.</p>	

	<p>Transparency</p> <p>Minutes of previous meetings have been uploaded onto the OPCC website and are up to date. Draft minutes of December meeting scheduled for circulation to partners for comments w/c 30 January.</p> <p>BCJB Meeting Schedule</p> <p>21/03/2023 Q4 20/06/2023 Q1 19/09/2023 Q2 19/12/2023 Q3 19/03/2024 Q4</p> <p>Performance and Programme Management Group (PPMG Chaired by CPS) – Beds/Herts</p> <p>Scorecard</p> <p>It was agreed at the December BCJB, that the Bedfordshire scorecard will be presented at the PPMG in future, highlights to be reported by the PPMG Chair, by exception.</p> <p>Victims & Witness Engagement Board (VWEB Chaired by Force)</p> <p>The group is accountable for Victims Code of Practice (VCOP) which is looked at through the Force Performance Board. There is an action plan around victims' personal statement which is ongoing. The group discussed new legislation relating to victims which will come into force in 2023, as responsibility for provide assurance to the CJB in terms of implementation across the partnership will sit with the VWEB.</p> <p>FJ to meet with the Chair to discuss revised Terms of Reference (ToR) for this group.</p> <p>Criminal Justice and Victims</p> <p>FJ updated that she is working on the Victims Needs Analysis actions, this is progressing well and on schedule for completion April 2023.</p>	
	<p>Restorative Justice Coordinator</p> <p>AP sent her apologies for the meeting.</p>	



	<p>Early Intervention Project Manager</p> <p>CG updated all on her projects and asked the team to let her and KC know if they will be attending the Youth Conference so that numbers can be finalised.</p> <p>CG updated that we have reached over 100 people with the absenteeism project so far. When this finishes, there will be an evaluation project with the schools, Violence Exploitation and Reduction Unit (VERU) etc.</p> <p>CG is currently working with AP and the Commissioning Team on a Restorative Justice project.</p>	
	<p>Events Officer</p> <p>WH updated all that there will be several conferences held this year. Firstly, the Youth Conference, which is being managed by CG and KC, then the Faith Conference which GM is leading on and may require support from others in the office. There will also be the Annual Business Conference which PE will be leading on and the Rural Crime Conference which will be held towards the end of the year.</p>	
	<p>AOB</p> <p>No AOB was discussed.</p>	