



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

MONTHLY BUSINESS REVIEW MEETING

28th June 2023

Attendees: Katie Beaumont (KB), Françoise Julian (FJ), Bethany Coles (BC), Cara Gavin (CG), Anesu Banda (AB), Tara Malciw (TM), Phil McCarthy (PM), Pauline Stewart (PS), Samantha Denness (SD), Gemma McCormack (GM), Claire Hurst (CH), Phil Eaton (PE)

Business Review Meeting	Actions
<p>Welcome and Apologies</p> <p>Apologies: Anna Villette (AV), Wayne Humberstone (WH), Simon Powell (SP), Karen Cotton (KC), Alysha Patel (AP), Mary Robinson (MR), Ian Dalgarno (ID)</p> <p>KB welcomed all to the meeting and confirmed that she will be chairing the meeting today on behalf of WH who sent his apologies.</p> <p>The team started the meeting by formally noting that the PCC has been chosen as the preferred candidate for Member of Parliament (MP) for mid-Bedfordshire. It was confirmed that it is business as usual for the OPCC and that we will continue to deliver on the Police and Crime Plan.</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 sent his apologies for the meeting however KB updated that she is aware that the office are involved in providing bi-weekly updates via WH and GM for the PCC around their areas. It is a polite reminder for the team to ensure that time is scheduled in their diary to provide this to WH so that updates can then be provided to the PCC.</p> <p>KB confirmed that if the meeting falls on the same week as the Business Review Meeting (BRM), then BRM updates can be provided to WH so that there is no repetition or duplication of work. However, if it is not scheduled on the same week, further updates are required.</p>	



Head of Governance and Transparency

KB welcomed Samantha Denness (SD) the new Performance and Accountability Manager to the team. KB made the team aware that there has been a change in line management and that SD is now managing the Governance and Transparency Team which consists of MR, BC and AB. Please forward requests to SD so that work can be built into the forward plan. KB stated that if you haven't already booked a one to one meeting in with SD, to book it in so that you can introduce your area of work.

SD is already starting to build her network linking with Avon and Somerset OPCC to ensure we make the area of business stronger.

Police and Crime Panel

The panel was held on the 6th June 2023, this was first panel with the new members. The PCC presented the annual report, the Police and Crime Panel made recommendations for additional information to be added, these have been considered and an additional paper and the amended report will be going to the Police and Crime Panel on the 11th July 2023.

Joint Audit Committee (JAC)

JAC took place on 23 June 2023, the panel were assured that risk is being managed appropriately and continuous review of the risk register will continue. If any organisational risks are raised during any interaction or meeting then please ensure that you are informing KB of this so it can be assessed.

Freedom of Information (FOI)/Data Protection (DP) requests

FOIs continue to come in and be managed by BC and AB.

When an FOI has been received it is not for the Transparency Team to search your area folders for this information, it is for your department to provide the information and then the transparency team will review whether any of the information is deemed restricted.

Please be mindful on timeframes if you receive a request for information as to respond to an FOI, is a statutory duty and cannot be late.

Independent Custody Visitors (ICVs)

ICV Panel Meeting was held on Thursday 22 June – Liaison and Diversion Service (LADS) attended to speak to ICVs and provide case studies as well as a Q&A etc. The session was well attended.



BC and AB attended the Multi-Faith Conference to promote ICVs and the Scrutiny Panel. They also attended the Beds Borough Community Network Event on Monday 26 June to promote volunteering in the office.

Volunteers Week – was successful and allowed us to thank our ICVs as well as promote the scheme via social media. It was also great to work with the Association of Police and Crime Commissioners (APCC) and for them to share our videos nationally. These videos will be continually used by our scheme and by the Independent Custody Visiting Association (ICVA).

The ICV Annual Report for 22-23 has been published on our website and sent to the ICVs following Police and Crime Panel.

Visits have been going well, with at least one visit to each Custody Suite each week.

Stop and Search/ Use of Force Scrutiny Panel

Scrutiny panel chair recruitment - We shortlisted and interviewed two applicants. Phil-Dickson Earle was appointed as the new chair of the Bedfordshire Scrutiny panel on the 17th May 2023. The newly appointed chair also had a meet and greet with the PCC on the 14th of June where they were able to have a picture taken for the press release and also have discussions around the use of police powers and stop searches in Bedfordshire.

Normal and youth recruitment went live on the 17th April and is ongoing – This was pushed out on socials, BedsAlert and CVS. The scrutiny panel chair, vice chair and OPCC reps are currently looking at ways to diversify the panel and target the younger demographic (18-21) to ensure our panel is representative of Bedfordshire.

The scrutiny panel members took part in a refresher stop and search training course on the 19th of June with the training officer. The use of force training session will be held at Kempston HQ on the 12th of July.

The scrutiny panel members have been invited to the Joint Protective Services Independent Advisory Group (JPS IAG) Engagement Event. This event is to provide insight into the capability and capacity of the police departments through demonstrations. This event will also give the opportunity for the front line to meet the panel members and better understand each other's roles in the organisation.

The Scrutiny Panel quarterly bulletin has been completed and signed off. Ready for publication.

Legally Qualified Chairs (LQC)/Misconduct



The OPCC is currently holding ongoing conversations about the LQC function and recruitment – the region has been meeting to talk through process etc and this will be going live end of this year.

The allocation of LQCs and Independent Members (IMs) continues and decisions are completed for each allocation, as the LQC allocation is a statutory duty.

Complaints

The Dip Sampling process has been reviewed by the team and how we can make further improvements in this area. Monthly meetings with the force surrounding our findings continue.

Reviews

Four are currently outstanding. There is no time frame for a review to be completed however the aim is to complete as soon as practicable.

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.

Quarterly Transparency Reports

Updates will be completed in due course by SD.

Website Compliance – Specified Information Order

BC has recently completed an audit of the website. There are a lot of actions – BC has emailed for updates. Audits are completed on a monthly basis.

All team to review their areas on the website as soon as possible and contact KB and BC for any changes or amendments required.

Communications - Comms work continues and we have released press releases – any questions on the releases please do not hesitate to contact KB. If you have any news coming up, please send KB an email so she can incorporate it into the schedule.

Violence & Exploitation Reduction Unit (VERU) Manager

Community & Engagement:



Our KickOff@3 tournament was a great success. Held in the half term school holidays over 160 children attended from various football clubs for boys and girls and local groups. The Luton Town FC Chairman attended the tournament and handed out prizes to the Hope Hack winners alongside the Deputy PCC ID and VERU Director Kimberley Campbell-Lamb, who presented the age category winners their trophies.

Our Under 12's local winners competed in the National final on 24th June and came third, the VERU Community and Engagement lead Tasha Case was in attendance.

The VERU thanked our partners who attended which included Luton Youth Partnership, Luton Town FC Community team, NHS and RAF careers, with a special 'Thank You' to the Force Volunteer and Fundraiser who managed to secure sponsorship for the refreshments for all players and coaches.

Communications:

VERU website content has been initially viewed and is awaiting feedback. The website continues to be developed and we anticipate its release in the coming weeks.

Working on making a specific Anti Knife crime campaign, linking into the Beds Comms team for maximum exposure.

Data Analysis and Research:

VERU Data Lead working hard on expanding the multi-agency data sharing partnership and the positive impact that the Serious Violence Duty (SVD) is having in increasing data between relevant partners.

Education and Research Lead:

We have now met with the full evaluator team at University of Bedfordshire who have been commissioned to evaluate the impact of the VERU on our core aims and commissioned services.

YIS (Youth Intervention Specialists) Work:

The YIS team hold caseloads for high-risk children which are monitored on our Case Management system.

Commissioning

We are working with the OPCC to introduce an Accident and Emergency (A&E) navigator programme that will support under 25's when they attend A&E with injuries sustained from serious violence.



<p>The Custody Intervention programme – CLIC (Changing Lives in Custody) – has started to train Custody staff in what the project is trying to achieve and gain their involvement into the project.</p> <p>The second part of the Custody programme is to make the in-cell monitors ‘live’. We have pilot screens being installed w/c 4th July.</p>	
<p>Head of Victim Services and Commissioning</p> <p>PE provided an update on Bedfordshire Victim Care Services (BVCS). PE stated that he hasn’t received performance data as yet as waiting for the monthly report.</p> <p>The BVCS project is ongoing and we have a list of actions to work through before the end of July, including KPI’s and contingency plans. The BVCS team will be submitting up to 4 case studies every month with the monthly return highlighting the impact the service has had on victims.</p>	
<p>Commissioning and Income Generation Lead</p> <p>TM updated that the Commissioning Team presented to the OPCC on 22nd May 2023, a further date is to be booked to outline services funded in 23/24.</p> <p>The Commissioning Officer role continues to be advertised. Commissioned services and projects have been confirmed for 2023/2024. The 23/24 Commissioning plan has been devised; the team have been updated around key areas of responsibility. Project Managers are to support Commissioning Officers in project activities.</p> <p>Sums.org has been introduced to enable data and reports to become easier and more accessible for the Commissioning Team. Training on the system is ongoing. The OPCC website has been reviewed and updated for Commissioned Services for 23/24. Infographics have been developed by BC for the PCC to share on social media and via the website.</p> <p>An end of year Financial Audit was completed and the Commissioning, Governance and Transparency meeting booked for 29th June 2023.</p> <p>Grant agreements have been issued for the 2023/2024 commissioned services. Copies have been signed by the PCC and are to be returned to providers. Mobilisation and Continuation of service meeting commenced and are ongoing.</p> <p>TM updated that her and WH will be attending a moderation panel for the Out of Court Disposals Tender which will consist of a member of staff from procurement, a member of police staff and WH and TM who are the office representatives. The independent evaluations were completed last week. All answers have now been collated by procurement, clarification questions asked and the meeting is being held this afternoon.</p>	



Project Manager – Policing and Contact and Safer Streets

Safer Streets

We had a visit from the Home Office SPOC where she spent a day seeing our initiatives in action and the initial feedback was that she was very impressed by the work we are doing and will send us a copy of her report.

Home Office return due 14th July so will spend next week putting together a report. The Schools Competition has not attracted any entrants so we are expanding it to residents of Bedfordshire.

Spiking awareness training was attended by 7 people and the feedback was good and there will be a press release going out in the near future. We continue to look for every opportunity to attend events and promote the project.

Community Triggers

PE is waiting for final sign off by the three local authorities and the force and there will be a single agreement process that covers all of Bedfordshire.

Public Access Terminals

A fourth terminal was recently installed in the Luton Campus for the University of Bedfordshire and PE is waiting for confirmation that we can install one in the Bedford Campus and the Harpur Centre in Bedford Town Centre. The final one will be installed in the enquiry office in Kempston Police HQ.

Criminal Justice Project Manager

BCJB 20 June 2023 Meeting

BCJB planning meeting scheduled for 24 May 23 was cancelled. Agenda items from this meeting were added to the June BCJB Agenda, covering:

National Guidance (Priority VII National Contributions) – A presentation regarding the current position of the Board in relation to the Guidance and any gaps and,

Current Priorities (Priority V Multiagency working) –The following proposals were agreed by the Board;

- Overarching priority relating to partnership working, ‘Whole Systems Approach’
- Future work to be underpinned by Mental Health and Race across all workstreams

Actions from the meeting included:

- FJ will update the Board’s ToR accordingly and table with a Board Business Plan at the next meeting.



- CJ&V Project Manager actioned to look at a research piece relating to race in the CJS in Bedfordshire.

BCJB Public Meeting (Priority 6 Transparency):

Planning for a BCJB public meeting is being progressed with David Old supporting. Potential date planned for 1st week of November 2023 after the Q2 Board.

BCJB Meeting Schedule:

- 19/09/2023 Q2
- 19/12/2023 Q3
- 19/03/2024 Q4

Beds/Herts Performance and Programme Management Group (PPMG Chaired by CPS)

This BCJB Subgroup met on 7 June.

Scorecard: Beds report on 22/23 Q4 presented at PPMG meeting, was well received. Items highlighted for discussion at the June BCJB were:

- Evidence-led DA prosecutions: The Courts and Force to look at working more closely together to ensure that relevant cases are not rejected at the courts.
- Crown Court listings: Timeliness of hearings and the delays impacting on case progression (fixtures, influence listings, progressing cases through). Courts will provide a detailed report at the next meeting.

Victims & Witness Engagement Board (VWEB Chaired by Force)

No updates from the previous BRM. Meeting scheduled for Thursday, 6 July 2023.

BCJB Reducing Re-offending (RRB Chaired by Probation)

Transitions subgroup – This group met on 26 June to agree ToR and mapping template which is ready for population. The mapping template will be circulated to service providers to populate for analysis.

Women in the Criminal Justice System - An additional subgroup agreed at the March Criminal Justice Board. Looking at ways to divert women from the CJS, particular those who are victims of Domestic abuse and coercion:

- Relevant agencies including third sector identified and a working group is being set up for first meeting.

Serious Violence Duty (SVD)

The OPCC continue to act as the conveners of the duty to support the specified authorities in readiness for the Duty. Partners are on target to publish an SVD Strategy by the national, January 2024 deadline.

Victim Needs Assessment



The Victims' Needs Assessment undertaken in 2021, created 28 recommendations for organisations and services in Bedfordshire. Actions relating to the key themes below are currently being reviewed.

- Court Processes
- Partnership working
- Police Processes
- School Programmes
- Training/Awareness Programmes
- Victim Support

Restorative Justice (RJ) Coordinator

AP sent her apologies however a paper was provided ahead of the meeting.

Referrals

One referral from the Family Liaison Coordinator.

RJ Prison Project

- Focus has now shifted onto the youth within the prison to embed restorative approaches (RA) in.
- The proposal is currently being rewritten to reflect this.
- Another visit to HMP Peterborough will take place on the 30th of June to see how they have embedded RA into the prison.

RJ in Schools Project

- The training provider has been identified and notified.
- Schools for the first wave have been identified and the first wave will be taking place in September.
- A meeting has been set up with potential schools for the second wave.

Training and Awareness

This month training was delivered to Victim Liaison Officers, probation, P2R, police patrol briefings and inputs were delivered at the Community Policing Annual Briefings.

Police RJ Lead

Meeting was held with the new RJ lead which was successful. Off the back of this meeting, more briefings have been delivered and there are current talks of having an RJ media campaign within the Force.



Early Intervention Project Manager

Domestic Abuse (DA) Perpetrator Programme

- Following the success of the office's joint bid with Hertfordshire OPCC, we are now working hard to get the project operational as soon as possible. This will take the form of a Hub, where referrals from a wide range of agencies can refer DA perpetrators. The Hub will then assess and triage each referral, making an assessment of which intervention would benefit them the most. These services will range from mental health support, drug and alcohol services to specific DA offending programmes.
- Workshops with our key stakeholders have been held, to ensure their input and buy in is received at this stage. This included meeting with Victim Services and Police. Workshops with Probation, and other agencies will follow.
- We are now working through the procurement process, to involve the services who will deliver the intervention.
- We are working on drafting up the referral pathway and referral forms for each service.
- Our first programme governance board meeting was held this week, with key stakeholders.

Restorative Justice (RJ) for Schools

- An organisation who can facilitate the RJ training in schools has been identified and meetings have taken place with their Director.
- The Director of School Improvement for the Chiltern Learning Trust is currently identifying three schools who will agree to participate in this first wave of the Pilot. Once the training has been rolled out in the three schools (one in each local authority area) we will look to review, with the aim of completing wave two with a different selection of schools, from a different trust.
- First wave of pilot to start in September 2023.
- Three waves of three schools to be completed in total.
- Meetings currently set for schools selected to be in second wave.

Safer Streets – Educational Initiatives

- Luton All Women's Centre have now reached over 3000 pupils on behalf of Safer Streets. They have been completing assemblies, workshops etc within schools, educating pupils on Public Sexual Harassment and how to be an active bystander. The feedback we have received has been incredible.
- We continue to work on keeping the Educational Toolkit up to date, with the aim of having materials that are more relatable for SEND pupils. Every school in Bedfordshire has access to this resource.
- Our Schools Competition end date has been extended until the end of September 2023.
- We will be present at freshers fairs again this year, providing personal safety information and equipment to the students.



GM asked CG if we are running the Summer Programme this year. CG confirmed that this was not allocated into the commissioning budget for this financial year. However CG is still attending the meetings regarding the HAF programmes with local authorities to ensure updates can be provided and to maintain relationships. CG also confirmed that our office can share the programmes via comms throughout the summer period.

Executive Assistant Updates

GM updated that Parish and Ward Council Meetings are now being scheduled for the Deputy PCC Ian Dalgarno (ID) to attend. These meetings were previously on Microsoft Teams throughout the pandemic however going forward will be booked for in person. GM is currently booking them in cluster sessions so ID is visiting individual parishes in clusters at present.

PS updated that the Multi Faith Conference went very well with excellent feedback received. We are spending some time with students on work experience on Monday 3 July. PS will be attending on behalf of the OPCC and speaking to students about the office, safer streets, volunteering etc.

AOB

BC reminded the team that we are holding a Volunteers Celebration at the end of September 2023 to say thank you to all of our volunteers including Independent Custody Visitors and the Stop and Search and Use of Force Scrutiny Panel members. If anybody would like to come along to the event please speak to AB and BC.