



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

MONTHLY BUSINESS REVIEW MEETING

25th March 2024

Attendees: Anna Villette (AV), Wayne Humberstone (WH), Katie Beaumont (KB), Samantha Denness (SD), Bethany Coles (BC), Mary Robinson (MR), Cara Gavin (CG), Tara Malciw (TM), Phil Eaton (PE), Karen Cotton (KC), Gemma McCormack (GM), Leanne Friel (LF), Lara Lewis (LL), Nicola Bayliss (NB), Alysha Patel (AP), Kiran Nandha (KN), Jennifer Grant (JG)

Business Review Meeting	Actions
<p>Apologies: Anesu Banda (AB), Francoise Julian (FJ), Louisa Glynn (LG), Pauline Stewart (PS)</p>	
<p>Director of OPCC Operations</p> <p>WH updated the pre-election period starts tomorrow, 26 March 2024. The current PCC can continue with business as usual but there should not be any cross over or any advantage or disadvantage to the incumbent PCC due to him running for election. We currently have three nominations however they are not officially candidates until 8 April.</p> <p>Any election requests received or if you receive any correspondence relating to the incumbent PCC being a candidate, please forward to the Elections Inbox BedsPCC ElectionsInbox@beds.police.uk. If any requests for information are made to you please also inform Katie Beaumont who is the Election SPOC and she will be able to determine if this is business as usual or not, and whether the information must be published on the website.</p> <p>WH updated regarding projects, we are approaching the end of the current Police and Crime Plan. There are one or two objectives which are amber however the rest of the objectives have been met. Please ensure you've got any final updates added onto the Delivery Plan. Moving forward from 3rd May there will be consultation for a new Police and Crime Plan. We have a deep dive session upcoming.</p>	



We are advertising for Maternity Cover for the Compliance Officer Democratic Services role for a 12-month period. We are now at full establishment in the Commissioning Team which is great.

WH updated that SD provides the PCC with a performance briefing once a month in advance of Performance and Governance Board, and KB leads on a pre-meet for the Board so that information is fed back in the correct way.

Head of Governance and Transparency

Police and Crime Panel

Police and Crime Panel took place on Monday 18th March 2024. The meeting went well with a presentation from the Stop and Search Chair.

Joint Audit Committee (JAC)

JAC took place on Friday 22 March 2024. A number of presentations were delivered and members were very satisfied.

Any low-level or high-level risks that the team wish to bring to the Governance Teams attention, please get in contact via email or call, as KB continually reviews the SRR.

Deep Dive – Performance

SD is completing a deep dive regarding performance and across all areas of the OPCC as well as how we move forward with performance monitoring and holding the Chief Constable to account.

SD and BC are currently working on the retention policy including tidying up of B House files. We will not be deleting anyone's files before consulting with them.

Performance meetings with PCC

SD is now completing meetings with the PCC to be able to brief him on performance. These are very positive and it is a good way forward.

Freedom of Information (FOI)/Data Protection 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 (ICV) / Dog Welfare Scheme

- BC is currently in the process of drafting up the ICV Annual Report and collating all data.
- Awaiting on outcome from Information Security surrounding the use of Microsoft Forms via iPads for writing up custody visiting notes.
- BC has created an ICV photo directory for the Force intranet and provided some information surrounding the importance of ICV's and what they do. This was also requested by the Head of Custody as a security measure. ICV's are also provided with the photo directory which they can use when meeting new volunteers for the first time on visits.
- The next ICV Panel meeting is on 27 March 2024. Use of Force trainers are delivering training on Use of Force in Custody.
- BC provided some useful guidance from the College of Policing to the Independent Custody Visiting Association (ICVA) on Ramadan in Custody and in Policing. Our ICV scheme have really focussed on this over the last couple of years and it's great to provide good practice.
- BC is continuing to provide coaching and support via monthly meetings to another ICV scheme. This is an invaluable meeting as able to share best practice with each other and support other schemes.
- Supported Cambs OPCC, who manage the administration of the Dogs/Animal Welfare Scheme, with virtual training for new volunteers on 22 March 2024.

Stop and Search/Use of Force Scrutiny Panel

- Second data panel meeting is to be held on Wednesday 27th March for the panel to review the new data supplied by Bedfordshire Police and determine the focus for the next quarter. The Police and Crime Panel mentioned it is also important for the Asian community to be considered when looking at the data and deep dives to be conducted as they also have a higher rate of being stopped compared to those from a white background. This will be considered at the data panel meeting.
- Terms of reference booklet was published on the OPCC website at [Stop and Search and Use of Force Scrutiny Panel - Bedfordshire PCC](#). The booklet was also sent to the panel to review and sign. The Police and Crime Panel were



also sent copies of the Terms of Reference as Stop and Search was an agenda item on the 18th of March 2024.

- The Scrutiny Panel Chair attended the police and crime panel and gave a presentation on the new panel structure e.g. new Terms of Reference, data panel, feedback mechanisms between the Force and the panel.
- AB is still working with CG regarding the youth panel as CG has contacts within the VERU who will be able to assist with the launch. More detailed update to come at the next BRM.
- AB and SD met with the scrutiny panel representative from Wiltshire OPCC to inform her of the new panel structure for Bedfordshire. She informed us that Bedfordshire was one of the best OPCC's she had seen with a good functioning scrutiny panel. She will be attending the meeting on the 18th of April to observe.
- AB and SD will be meeting with the Cambs compliance officer on the 27th of March to provide insight into the Bedfordshire scrutiny panel.

Independent Custody Detention Scrutiny Panel (ICDSP)

- We held our second pilot meeting on 19 March 2024 where we used the new RAG system and crib-sheets – this covers areas such as use of anti-rip suits, strip search, use of force and general wellbeing and rights in custody. We also have a specific focus on ethnic minority disparities, females and juveniles in custody.
- The meeting was successful, and several pieces of learning and positive feedback was identified. Embedding the learning will support with the next HMICFRS custody inspection which is due this year. We are going to be creating a Microsoft List to capture all the feedback which we can share with the Force and create dashboards, as well as feed information up to Performance and Governance Board.
- The next meeting is in June 2024. Meetings are held quarterly. We are organising a Custody Tour for new members (who are not ICV's) and new members will also join the ICV Panel on 27 March to observe Use of Force Custody training.
- Recruitment is ongoing and we are planning a recruitment push. Leaflets have been designed and printed.

Legally Qualified Chairs (LQC)/Misconduct



The allocation of LQCs and IMs continues, and decisions are completed for each allocation, as the LQC allocation is one of the statutory duties.

PAT – Two applications received – currently being worked through.

Complaints

Reviews – 4 currently outstanding.

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

The team are currently working on the Quarterly Transparency Report, that is published - <https://www.bedfordshire.pcc.police.uk/opcc-transparency-reports/>

Decisions

If any member of staff is unsure of the decision process please link in with KB.

All known decisions are now on the website. All team members are asked to remember the process in regard 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

BC and SD are completing a piece of work to ensure that the Specified Information Order (SIO) is up to date on our website and are also reviewing how the information is presented to the public to ensure it is easy to read and digest.

BC is working with LL on the setting up of a new website. The project is in its early stages at present and LL is leading on this, however BC is supporting with information which is mandatory and required to be published such as the SIO.

Elections

Protocol and website now live - <https://www.bedfordshire.pcc.police.uk/pcc-election-2024/>.

Violence & Exploitation Reduction Unit (VERU)

KB formally thanked CG for all her work and efforts around the VERU over the previous six months.

CG updated that the VERU are currently planning for 2024-25 and from 1 April 2024 there will be a new operating model. Intervention service will now be commissioned rather than in-house, and we will be going to outsource. Due to receiving less funding



<p>this financial year we needed to ensure that the VERU was efficient and as effective as possible.</p> <p>CG stated that the specifications went out last week to different organisations to get responses around sports, CBT, and social skills training. The deadline is Thursday and then after the bank holiday we will have a public evaluation and begin to draw up grant agreements.</p>	
<p>Victim Services – Bedfordshire Victim Care Services (BVCS)</p> <p>WH updated that Victim Care no longer sits with the OPCC and moved back with the Force from 1 March 2024. The Force are also reviewing the victim care pathway as part of this process.</p>	
<p>Commissioning</p> <p>Rape and Sexual Abuse Fund (RASAF)</p> <p>RASAF funding secured with the Ministry of Justice (MoJ) for Peterborough Rape Crisis Care Group (PRCCG) to deliver. Mobilisation starts next week.</p> <p>Monitoring</p> <p>Quarter 4 invites sent out to all funded organisations and meetings will progress next month to finalise the Ministry of Justice/Community Safety Fund year end documents. Adaptations to Monitoring now made in readiness for Q1 for 24/25.</p> <p>Evaluation, research, and criteria for funding</p> <p>Review for some specialist funding for those that struggle to access services, meeting with the Association of Police and Crime Commissioners (APCC) on this recently highlighted an organisation that may assist, and some research will be conducted in the commissioning team along with the Force.</p> <p>Regular meetings with Cambridge Centre for Evidenced Based Policing (CCFEBP) who are doing the academic research piece, and prelim findings at the end of March with a full paper in the early summer, providing recommendations to assist with new needs assessment.</p> <p>Performance</p> <p>Refine and design performance framework for commissioning.</p>	
<p>Project Manager – Policing and Contact and Safer Streets</p>	



PE updated regarding the Public Access Terminals and that there has been some really good usage over the last three to four weeks. These were originally in libraries in Central Bedfordshire however were removed so PE has been in negotiations with Morrisons Stores up and down the county. One was recently installed in Leighton Buzzard.

MR asked what are the main reasons for the Terminals being used?

PE confirmed a variety of different uses such as reporting crime, domestic abuse, the Chrysalis Centre and some local services are also available. At present we can only report on usage of individual Terminals.

The App hasn't gone live yet due to there being a couple of hurdles to overcome.

Restorative Justice (RJ) Coordinator

Referrals:

1 referral since last BRM (self-referral). 6 cases actively working on, 3 on hold.

Prison project:

Training at HMP Bedford has been delivered to a group of staff. Still awaiting a meeting with SLT.

Schools project:

Training dates are progressing, with a few alterations. A lot of dates are coming up in the next few weeks, across March, April, and May.

Carry forward for the budget has been confirmed. Feedback form has been sent to the Assistant/Vice Heads for completion on the training held so far, review meeting to be convened mid-May so that we can look at where the remaining budget is best spent and what training needs repeating and potential resources.

Planning has begun for the next restorative pilot.

Links:

Met with manager of Victim Support – IDVA service, will be presenting at an upcoming team meeting.

Spoke with the Senior Probation Officer who is RJ lead in Probation for Beds; planning to start a relaunch of RJ end of May/beginning of June.



<p>Met with the Unpaid Work Co-ordinator in Probation; plans to share referral information and then for staff to attend training and look through cases to make RJ offer proactively.</p>	
<p>Criminal Justice and Victims Project Manager</p> <p>FJ sent her apologies for the meeting however an update was provided.</p> <p>Bedfordshire Criminal Justice Board</p> <p>The next meeting is scheduled for 9 April 2024, the themed focus will be “Partnership Working Within the Criminal Justice System – A Whole Systems Approach”.</p> <p>Luton Knife Crime Summit: OPCC and the Police have been actioned to look at Comms with parents and any gaps relating to education packages relating to serious violence and knife crime for young people.</p> <p>HMP Bedford: Engagement with colleagues in the prison service is ongoing. In view of recent funding agreed for an HMP Bedford will also attend the Reducing Reoffending Board and Transitions subgroup in future.</p> <p>Serious Violence Duty (The Duty):</p> <p>The OPCC continues to act as conveners of the Serious Violence Duty, reporting into the Bedfordshire Serious Harm Partnership Board for governance.</p>	
<p>Communications Officer</p> <p>LF updated that we are in pre election period as of tomorrow so any communications will be monitored and only business as usual press releases will be posted. LL shared the guidance and intranet post which has been sent out to the Force surrounding the pre election period.</p> <p>LL updated that her, BC and LF met this morning to discuss options for the new website. They have a mapping meeting in the upcoming few weeks and LL will be presenting to the Senior Leadership Team on this.</p>	
<p>Executive Assistant to CEO</p> <p>GM updated that the Schools Debate went very well. We do not have any upcoming events now until after the elections in May.</p>	
<p>AOB</p> <p>WH discussed the Professional Standards Department (PSD) document on Inappropriate Associations and requested that all staff review this and understand the process surrounding reporting.</p>	



Discussion of security around use of Microsoft Teams.

Action: SD to link in with the Force regarding Stop and Search/Use of Force Scrutiny Panel being held via Microsoft Teams with most recent security/AI bot comms – to discuss with the Force as to whether there are any security issues with sharing Body Worn Footage.