

# MINUTES

**Meeting date:** 04-04-17  
**Location:** Liverpool BID Company

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## Attendees

Shaun Holland – Head Of Operations (BID)  
Andi Herring – Membership Development Manager (BID)  
Con Carol Pereira – BID Police Constable

Barry Cavanagh – Next Plc  
Charlie Hill – JD Group  
Danny Budd – Topshop  
Graham Walsh – Next Plc  
Karen Roberts – New Look  
Mick Devine – Topshop  
Neil Mdsin – Next Plc  
Pauline Ditchfield – M&S

## Apologies

Con Mike Phillips – BID Police Constable  
Metquarter Security

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Item	Comments	Action
1	<p><b>Introduction</b></p> <p>Introductions were made to the group.</p>	
2	<p><b>DISC System</b></p> <p>The DISC System launched just over 1 month ago and has begun to be populated with known offenders, ID Sought images and alerts.</p> <p>SH asked the group what their feedback was of the DISC System.</p> <p>It was raised that it can sometimes be time consuming to upload images when having to answer the entire questionnaire. SH advised that short answers are adequate as these are only for provenance and if further information should be required it would be requested. It is hoped once a general body of images are uploaded to the system there would be minimal admin.</p> <p>SH raised that there are now several offenders on the system that are classed as 'ID Sought'. All users are encouraged to log on and look through this gallery often to help identify. You can submit an ID suggestion via the system by clicking the offender and then completing the table below the image.</p> <p>SH advised that we are awaiting the final sign off for our 'Data Sharing Agreement' that is currently with Merseyside Police. This will allow the BID Police Officers to verify the identity of the offenders based on the intelligence submitted. This will then also allow a red 'ID Verified' box to appear on the offender's image. In addition the Police Officers will be adding intelligence and updates on progress of offenders and convictions.</p> <p>AH asked the group to check if they had received a push notification via the DISC system. If not, to check their phone settings, as this was another way items will be communicated.</p>	

**3 Taking Photographs**

SH asked the group to be mindful when photographing offenders. It was advised that staff shouldn't photograph under 18s for the system and be mindful of any mental illnesses that the individual may have that would cause there to be an issue with sharing. If in doubt and the person is believed under 18 and committed an offence in store then consideration should be to contact Merseyside Police.

**4 Verifications Process**

As discussed at the last meeting – please help us use the most of our Police Time when identifying people.

In the first instance ask the individual for ID, if you are happy that the ID is the individual, record their details and continue processing according to your police. Note – please take a clear photograph for the DISC system.

If there is no ID available, check the DISC system. This may have been uploaded already...

- If they are known, their suggested name will be on the system, if verified by Police there will be a red icon on their image,
- If they are unknown, their profile will say 'ID Sought'. If so, use the Radio Link to ask if anyone has an ID. Please upload this to DISC.
- If they are not on the system, please take an image and upload it.

As a last resort, contact the BID Police who, if available, may be able to assist.

**5 City Centre Bollards**

SH advised that following on from the incident in London the BID have once again emphasised the importance of vigilance regarding vehicle movements. Please report any issues with city centre bollards to Liverpool City Council on 0151 233 3001 – passing the reference number to the BID Company.

**6 Outreach Youth Workers**

SH told the group that he would be looking into the feasibility of youth workers to assist with ASB issues. More to be discussed at later meetings.

**7 Alleygates / Keys**

The BID has invested in refurbishing and changing locks on the 13 city centre alleygates. These are now managed by the BID and keys issued on licence. Contact the BID for issues on these.

It was raised that some Emergency Service vehicles did not have access fobs for the bollards. SH advised that this was a L.C.C. issue as they have the ability to allow access and he would ensure this was passed on.

**8 Shoplifting / Current MO**

SH asked what the current trends were with shoplifting that are being noticed in the city centre. It was reported that these were foil lined bags and being targeted by Children.

CP showed the group a CCTV clip of a known group of Romanian Children who are targeting stores in Liverpool ONE and the BID areas. The group were advised that they should be vigilant with these as they have been known to gain access to staff/restricted areas.

**9 Begging & Rough Sleeping**

SH told the group of work being done re- Rough Sleeping and Begging. SH has been giving evidence on behalf of businesses to the select committee.

**10 City Watch Cameras**

It was asked about progress with linking stores in with City Watch. SH advised

that the control room should have a radio by Monday (10-4-17) and there is also wider conversations about providing additionality to the service to benefit BID members.

**11 AOB**

AH asked the group what else they would like from the meetings.

It was discussed that going forward the meeting agenda will contain a 'Known Offenders' section where the profiles on DISC and any images members have will be shared and discussed, with updates from the Police.

It was also discussed that there are still some of the users on DISC that do not upload information and that it may be beneficial for them to be visited by the team.

**[END OF MEETING]**