



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

03.11.2020 at 14:00hrs – Microsoft Teams

Chair: Chief of Staff, Clare Kelly

No.	Time	Business Review Meeting	Lead
1.	10 mins	Minutes of meeting and Actions from previous meeting.	Clare Kelly
2.	20 mins	Chief of Staff Update <ul style="list-style-type: none"> Covid 19 - Contingency Office Updates OPCC Work Logs – Future Work Strategic Board Police and Crime Panel Strategic Governance Board Legislation, Publications, Consultation updates Business Continuity – any issues 	Clare Kelly
3.	2 mins	Governance <ul style="list-style-type: none"> Strategic Risk Register (not in detail as last meeting went through the detail of existing, only new) J.A.C not yet held 	Katie Beaumont
4.	5 mins	Project Updates <ul style="list-style-type: none"> Project work against the Police and Crime Plan Direction SARC Estates Health 	Phil McCarthy
5.	10 mins	Compliance <ul style="list-style-type: none"> Complaints Review FOI/Data Protection/GDPR Decisions Website Compliance – Specified Information 	Katie Beaumont

		<p>Order</p> <ul style="list-style-type: none"> • Audits • OPCC Policy Review • HR 	
6.	10 mins	<p>Victim Care</p> <ul style="list-style-type: none"> • Signpost • Beds Police Partnership Trust • Victim Care 	Simon Powell
7.	10 mins	<p>Commissioning/Victims</p> <ul style="list-style-type: none"> • 2021 bid process - updates • Safer Streets Gov Board Update 	Antonina Belcheva
8.	10 mins	<p>Communications</p> <ul style="list-style-type: none"> • PR • Analytics • Comms of PCCs events i.e social media, Facebook, public and corporate correspondence • Newsletter progress update and distribution list • Plan for next 6 months • Website Review 	Grace Foster
9.	10 mins	<p>Events and Engagement OPCC</p> <ul style="list-style-type: none"> • Christmas • Plan for Jan – March 	Zoe Fraser
10.	5 mins	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) 	Clare Kelly
11.		Key Contacts Made for spreadsheet	Whole Team
12.	5 mins	APCC	Mary Robinson
13.		<p>Annual Report to be updated with anything from this meeting</p> <p>Decisions log to be updated with anything from this meeting</p>	Clare Kelly



14.		AOB Terms of Reference – for everything	All
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*Papers to be drafted – send to Transparency Manager to ensure all papers are sent out before BRM.