



## POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

### MONTHLY BUSINESS REVIEW MEETING

January 26<sup>th</sup> 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.	<b>Clare Kelly</b>
2.	20 mins	<b>Chief of Staff Update</b> <ul style="list-style-type: none"> <li>Covid 19 - Contingency</li> <li>Office Updates</li> <li>OPCC Work Logs – Future Work</li> <li>Strategic Board</li> <li>Police and Crime Panel</li> <li>Legislation, Publications, Consultation updates</li> <li>Business Continuity – any issues</li> <li>Recruitment</li> </ul>	<b>Clare Kelly</b>
3.	2 mins	<b>Governance</b> <ul style="list-style-type: none"> <li>Strategic Risk Register (not in detail as last meeting went through the detail of existing, only new)</li> <li>J.A.C</li> </ul>	<b>Katie Beaumont</b>
4.	5 mins	<b>Project Updates</b> <p style="margin-left: 20px;">Project work against the Police and Crime Plan</p> <ul style="list-style-type: none"> <li>Estates</li> <li>Health</li> </ul>	<b>Phil McCarthy</b>
5.	10 mins	<b>Compliance</b> <ul style="list-style-type: none"> <li>Complaints</li> <li>Review</li> <li>FOI/Data Protection/GDPR</li> <li>Decisions</li> <li>Website Compliance – Specified Information Order</li> <li>Audits</li> </ul>	<b>Katie Beaumont</b>

		<ul style="list-style-type: none"> <li>• OPCC Policy Review</li> <li>• HR</li> </ul>	
6.	10 mins	<b>Victim Care</b> <ul style="list-style-type: none"> <li>• Signpost</li> <li>• Beds Police Partnership Trust</li> <li>• Victim Care</li> </ul>	<b>Simon Powell</b>
7.	10 mins	<b>Commissioning/Victims</b> <ul style="list-style-type: none"> <li>• 2021 bid process – result ( share document )</li> <li>• Safer Streets Gov Board Update</li> </ul>	<b>Antonina Belcheva</b>
8.	10 mins	<b>Communications</b> <ul style="list-style-type: none"> <li>• PR</li> <li>• Analytics</li> <li>• Comms of PCCs events i.e social media, Facebook, public and corporate correspondence</li> <li>• Newsletter progress update and distribution list</li> <li>• Website Review</li> </ul>	<b>Grace Foster</b>
9.	5 mins	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>• Update on plan for new PCC</li> <li>• Dates in diary for full OPCC meetings</li> </ul>	<b>Zoe Fraser</b>
10	5 mins	<b>Criminal Justice and Victim Projects</b> <ul style="list-style-type: none"> <li>• VNA update</li> <li>• CJ plan</li> </ul>	<b>Eliot</b>
11.	5 mins	<b>Executive Personal Assistant Update</b> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> </ul>	<b>Clare Kelly</b>
12.	5 mins	<b>Key Contacts Made for spreadsheet</b>	<b>Whole Team</b>
13.	5 mins	<b>APCC</b>	<b>Mary Robinson</b>
14.	Close	Annual Report to be updated with anything from this meeting  Decisions log to be updated with anything from this meeting  Thank you log list – latest version	<b>Clare Kelly</b>



<b>15.</b>		<b>AOB</b>	<b>All</b>
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\*Papers to be drafted – send to Transparency Manager to ensure all papers are sent out before BRM.