



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

March 25th 2021

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"> • Office Updates <ul style="list-style-type: none"> - DSE Assessments and Guidance for working from home • OPCC Work Logs – Future Work • Strategic Board • Police and Crime Panel • Legislation, Publications, Consultation updates • Business Continuity – any issues • Recruitment • PCC election 	Clare Kelly
3.	2 mins	Governance <ul style="list-style-type: none"> • Strategic Risk Register – detail in March • J.A.C 	Katie Beaumont
4.	5 mins	Project Updates <ul style="list-style-type: none"> • Estates • Health 	Clare Kelly
5.	10 mins	Compliance <ul style="list-style-type: none"> • Complaints • Review • FOI/Data Protection/GDPR • Decisions • Website Compliance – Specified Information Order 	Katie Beaumont & Bethany Coles



		<ul style="list-style-type: none"> • Audits • HR 	
6.	10 mins	Victim Care <ul style="list-style-type: none"> • Signpost • Beds Police Partnership Trust • Victim Care 	Simon Powell
7.	10 mins	Commissioning/Victims <ul style="list-style-type: none"> • 2021 bid process – result of existing contracts • DA/SV Outcomes 	Antonina Belcheva & Suffian Hussain
8.	10 mins	Communications <ul style="list-style-type: none"> • PR • Newsletter progress update and distribution list • Website Review 	Zoe Fraser
9.	5 mins	Events and Engagement OPCC <ul style="list-style-type: none"> • Update on plan for new PCC 	Zoe Fraser
10	5 mins	Criminal Justice and Victim Projects <ul style="list-style-type: none"> • VNA update • CJ plan 	Eliot Johashen
11.	5 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary (pre election) 	Clare Kelly
12.	5 mins	Key Contacts Made for spreadsheet Any updates from all team members *****	Whole Team
13.	5 mins	APCC	Mary Robinson
14.	Close	Decisions log to be updated with anything from this meeting Thank you log list – request to all	Clare Kelly



15.		AOB	All
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*Papers to be drafted – send to Compliance Officer to ensure all papers are sent out before BRM.