



## POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

### MONTHLY BUSINESS REVIEW MEETING

06.10.2020 at 13:00hrs – 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.	<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>• Strategic Governance Board</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – any issues</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 not yet held</li> </ul>	<b>Clare Kelly</b>
4.	5 mins	<b>Project Updates</b> <ul style="list-style-type: none"> <li>• Project work against the Police and Crime Plan</li> <li>• Direction</li> <li>• ACES</li> <li>• SARC</li> <li>• Estates</li> </ul>	<b>Phil McCarthy</b>
5.	10 mins	<b>Compliance</b> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Complaint Reform</li> <li>• FOI/Data Protection/GDPR</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information</li> </ul>	<b>Katie Beaumont</b>



		Order <ul style="list-style-type: none"> <li>• Audits</li> <li>• OPCC Policy Review</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>• Overview</li> <li>• Updates surrounding Commissioning</li> </ul>	<b>Antonina Belcheva</b>
8.	10 mins	<b>Communications</b> <ul style="list-style-type: none"> <li>• PR</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>• Plan for next 6 months</li> <li>• Website Review</li> </ul>	<b>Grace Foster</b>
9.	10 mins	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Plan for Jan – March</li> </ul>	<b>Zoe Fraser</b>
10.	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>
11.		<b>Key Contacts Made for spreadsheet</b>	<b>Whole Team</b>
12.	5 mins	<b>APCC</b>	<b>Mary Robinson</b>
13.		Annual Report to be updated with anything from this meeting  Decisions log to be updated with anything from this meeting	<b>Clare Kelly</b>
14.		<b>AOB</b>	<b>All</b>



\*Papers to be drafted – send to Transparency Manager to ensure all papers are sent out before BRM.