



**POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE**  
**MONTHLY BUSINESS REVIEW MEETING**

02/07/2020 at 14:00hrs - Skype  
 Chair: Chief of Staff, Clare Kelly

No.	Business Review Meeting	Lead
1.	Minutes of meeting	Clare Kelly
2.	<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 (JPS / ERSOU)</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – any issues</li> </ul>	Clare Kelly
3.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Strategic Risk Register</li> <li>• J.A.C</li> </ul>	Clare Kelly
4.	<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> </ul>	Phil McCarthy
5.	<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 Order</li> <li>• Audits</li> <li>• OPCC Policy Review</li> </ul>	Katie Beaumont

6	<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	<b>Delivery</b> <ul style="list-style-type: none"> <li>• Overall team performance</li> <li>• Meeting Updates</li> <li>• Team Updates</li> </ul>	<b>Val Ross</b>
8	<b>Commissioning/Victims</b> <ul style="list-style-type: none"> <li>• Overview for 2019</li> <li>• Updates surrounding Commissioning</li> </ul>	<b>Antonina Belcheva</b>
9	<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>
10	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>• Overview of 2019</li> <li>• Plan for Jan – March</li> </ul>	<b>Zoe Fraser</b>
11	<b>Executive Personal Assistant Update</b> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> </ul>	<b>Clare Kelly</b>
12	<b>Key Contacts Made for spreadsheet</b>	<b>Whole Team</b>
13	<b>APCC</b>	<b>Mary Robinson</b>
14	<p>Annual Report to be updated with anything from this meeting</p> <p>Decisions log to be updated with anything from this meeting</p>	<b>Clare Kelly</b>
15	<b>AOB</b>	<b>All</b>



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