



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

06/08/2020 at 14:00hrs - Skype

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.	2 mins	Terms of Reference Review – to be agreed	Clare Kelly
3.	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
4.	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 	Clare Kelly
5.	5 mins	Project Updates <ul style="list-style-type: none"> • Project work against the Police and Crime Plan • Direction • ACES • SARC • Estates 	Phil McCarthy Clare to cover
6.	10 mins	Compliance <ul style="list-style-type: none"> • Complaints • Complaint Reform • FOI/Data Protection/GDPR 	Katie Beaumont

		<ul style="list-style-type: none"> • Decisions • Website Compliance – Specified Information Order • Audits • OPCC Policy Review 	
7.	10 mins	Victim Care <ul style="list-style-type: none"> • Signpost • Beds Police Partnership Trust • Victim Care 	Simon Powell Clare to cover
8.	10 mins	Delivery <ul style="list-style-type: none"> • Overall team performance • Meeting Updates • Team Updates 	Val Ross
9.	10 mins	Commissioning/Victims <ul style="list-style-type: none"> • Overview for 2019 • Updates surrounding Commissioning 	Antonina Belcheva Clare to cover
10.	10 mins	Communications <ul style="list-style-type: none"> • PR • 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
11.	10 mins	Events and Engagement OPCC <ul style="list-style-type: none"> • Overview of 2019 • Plan for Jan – March 	Zoe Fraser
12.	5 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary (structure changes) 	Clare Kelly
13.		Key Contacts Made for spreadsheet	Whole Team
14.	5 mins	APCC	Mary Robinson
15.		Annual Report to be updated with anything from this meeting Decisions log to be updated with anything from this	Clare Kelly



		meeting	
16.		AOB	All

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