



**OFFICE OF THE POLICE AND CRIME COMMISSIONER  
FOR BEDFORDSHIRE**

**MONTHLY BUSINESS REVIEW MEETING**

**Tuesday 09 July 2018 at 13:45, Executive Conference Room**

**Chair:** Chief of Staff – Clare Kelly

**Attendees:** Ellie Brown (EB), Sam Denness (SD), Claudia Profeta (CP), Grace Foster (GF), Phil McCarthy (PMC), Nuala Dagnan (ND), Pauline Gibbons (PG)

Julie Maddocks (JM) – Skype

**Apologies:** Bethan West (BW), Anna Akerman (AA), Katie Beaumont (KB)

No.	Business Review Meeting
1.	<p>*CK welcomed all to the 10th Business Review Meeting (BRM).</p> <p>*A warm welcome to EB who joins us as an Intern for the next 10 weeks and to PM who joins us as Project Manager</p> <p>*Everyone introduced themselves.</p> <p>*Minutes from the last meeting were all agreed.</p>
2.	<p><b>Chief of Staff Update:</b></p> <p><b>CK</b> spoke about a plan over the next few weeks showing cover for <b>KB</b>'s role while she is away. <b>CK</b> thanked the team for their support in temporarily taking on roles.</p> <p><b>The Health Screening event</b> – this week. <b>GF</b> said TV and Radio have been contacted but not planning to attend apart from Look East. <b>CK</b> asked for judgement to be made with regard to how many of us attend OPCC events, when perhaps we don't need to.</p> <p><b>Wixams</b> – <b>SD</b> to get brief for <b>CK</b>.</p> <p><b>Drugs Market Workshop</b> – <b>AA</b> is leading this event on 16 &amp; 17 July <b>EB</b> to attend and assist please.</p> <p><b>100 years 23<sup>rd</sup> July</b> –<b>CK</b> advised that she plans for the whole team to attend, if the PCC agrees to shut the office for the day: - <b>SD</b> – runner, <b>GF</b> - comms <b>JM</b> – running order, <b>ND &amp; PG</b> – registration, <b>CK</b> – Host, <b>BW</b> attending as a nominator.</p> <p><b>Two year on Roadshow</b> – all invitations have gone out for the first event on 4<sup>th</sup> July. <b>CK</b> and <b>SD</b> have designed a new event Proforma for us to use which should be sent out for <b>PCC</b> requests to attend public meetings. If the <b>PCC</b> not going <b>CK</b> will decide who should attend</p>



	instead.
3.	<p><b>Governance:</b></p> <p><b>Strat' Board</b> – CK presented the Illumination Session (Initial Course for new recruits) this is now being reviewed and Phil Wells will present back at next meeting.</p> <p><b>Force Exec Board</b> – if invited to present at this please check with <b>CK</b> first.</p> <p><b>PCP</b> – covered.</p> <p><b>JPS / ERSOU</b> – all going well.</p> <p><b>Publications</b> – Serious Violence Strategy – use this letter as a template going forward.</p>
4.	<p><b>Policy:</b></p> <p>No update</p>
5.	<p><b>Compliance:</b></p> <p><b>Compliance</b> – CK dealing with this in <b>KB's</b> absence.</p> <p><b>Complaints</b> – CK asked about the 10 Burglaries but <b>CP</b> said this is duplicate.</p> <p><b>Decisions</b>- 4 new decisions on the website.</p> <p><b>Audits</b> – all ok for us but Estates not so good to add to audit tracker.</p>
6.	<p><b>Commissioning &amp; Victims:</b></p> <p><b>Commissioning</b> – let's check earlier than 6 months if these are working. The OPCC funded Mary Seacole for a bed to use in custody however legislation changed last November.</p>
7.	<p><b>Media/Events/Engagements:</b></p> <p><b>JM</b> gave an update of her movements for the next few weeks. Including 100 years women.</p> <p>Newsletter now gone out.</p> <p><b>SD</b> is dealing with other events including PCC Road-Shows.</p>
8.	<p><b>Executive Personal Assistant Update:</b></p> <p><b>ND</b> gave an update on the PCC's diary &amp; events for the next few weeks.</p>
9.	<p><b>Key Contacts Spreadsheet:</b></p> <p><b>Business Continuity</b> – if a team member is not here all to look at how we cover.</p>
10.	<p><b>Annual Report &amp; Decisions Log:</b></p>



	Annual Report – events – drugs market to go in.
11.	<b>AOB</b> None.