



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

**Monday 17<sup>th</sup> December 2018**  
**Chair: Chief of Staff, Clare Kelly**

<b>No.</b>	<b>Business Review Meeting</b>	<b>Lead</b>
1.	Minutes of meeting	<b>Clare Kelly</b>
2.	<b>Chief of Staff Update</b> <ul style="list-style-type: none"> <li>• Office Updates</li> <li>• Strategic Board</li> <li>• Police and Crime Panel (All to have papers by Feb 1<sup>st</sup>) Grace – Events OPCC Grace - Comms folder and write PCC update using past press releases Katie - Decisions and complaints Phil - Projects Pauline - Actions</li> <li>• Strategic Governance Board (JPS / ERSOU)</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – any issues</li> </ul>	<b>Clare Kelly</b>
3.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Strategic Risk Register</li> <li>• J.A.C</li> </ul>	<b>Clare Kelly</b> <b>(On screen)</b>
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> </ul>	<b>Clare Kelly (on screen)</b> <b>Phil McCarthy</b>
5.	<b>Compliance</b> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information Order</li> </ul>	<b>Katie Beaumont</b>



	<ul style="list-style-type: none"> <li>• Audits</li> <li>• OPCC Policy Review</li> </ul>	
6.	<b>Commissioning/Victims</b> <ul style="list-style-type: none"> <li>• Overview for 2019</li> </ul>	<b>Clare Kelly to cover for Bethan West (website)</b>
7.	<b>Communications</b> <ul style="list-style-type: none"> <li>• PR – project given to Grace by COS</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> </ul>	<b>Grace Foster</b>  <b>(Diary pages on screen)</b>
8.	<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>Clare Kelly to cover</b>  <b>(On Screen)</b>
9.	<b>Events and Engagement Force</b> <ul style="list-style-type: none"> <li>• Vehicle App update</li> <li>• In Force Awards</li> <li>• Venues to use</li> <li>• Jan 21<sup>st</sup> Community Event</li> </ul>	<b>Claudia Profeta</b>
10.	<b>Executive Personal Assistant Update</b> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> <li>• Expenses</li> </ul>	<b>Sally Wright</b>
11.	<b>Key Contacts Made for spreadsheet</b>	<b>Whole Team</b>
12.	<p>Annual Report to be updated with anything from this meeting</p> <p>Decisions log to be updated with anything from this meeting</p> <p>Annual report update:</p> <p>Katie: Template complete and has sent to all.</p> <p>Complaints summary for the year and any ICV issues to log and decisions. Katie we will also need budget report and year end forecast from Phil Wells.</p> <p>Antonina – Katie made Bethan a list of how each commissioned service links to a pledge. Could you use that guide to write a</p>	<b>Clare Kelly</b> <b>(On Screen)</b>



	<p>statement about the success of that service under each relevant section</p> <p>Sam- Using your guide of how event slink to pledges can you write a success piece about each event under each pledge</p> <p>Phil M – projects could you write an update piece on things like aces, sarc, boost, and link to relevant section. For performance we are going to struggle as we usually use the quarterly reports, which we haven't had in ages because of Athena, can you talk to Edward and see what he thinks we can do, can you let him know timescales please.</p> <p>Grace- You will need to compile the full press release folder for the PCC to have on Jan 17<sup>th</sup>, but also can you link every press release to a pledge please. Take a look at the events list Sam has as this pretty much should cover most comms. Not a full lift of the press release, but the date / title and key message of the release.</p> <p>Clare; Intro / risk / governance / look forward /</p>	
13.	AOB	All

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