



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE
MONTHLY BUSINESS REVIEW MEETING

Tuesday 1st May 2018 at 10.00, Conference Room 2

Chair: Chief of Staff, Clare Kelly

No.	Business Review Meeting	Lead
1.	Minutes of meeting	Clare Kelly
2.	Chief of Staff Update <ul style="list-style-type: none"> • Office Updates • Strategic Board • Police and Crime Panel • Eastern Region Alliance Summit (7 force) • Strategic Governance Board (JPS / ERSOU) • Legislation, Publications, Consultation updates • Business Continuity – any issues • Milestone Plan 	Clare Kelly
3.	Chief Finance Officer Update (Quarterly) <ul style="list-style-type: none"> • Publications • Finance Reports • Budget update 	Phil Wells
3.	Governance <ul style="list-style-type: none"> • Strategic Risk Register • J.A.C 	Clare Kelly
4.	Policy Update <ul style="list-style-type: none"> • Policy review • Performance management • Project work against the Police and Crime Plan • OPCC Policy Review – New Policies 	Anna Akerman
5.	Compliance <ul style="list-style-type: none"> • FOI/DP requests • ICVs / Dogs • LQCs/Misconduct • Complaints • Decisions 	Katie Beaumont

	<ul style="list-style-type: none"> Website Compliance – Specified Information Order Audits 	
6.	<p>Commissioning/Victims (Monthly)</p> <ul style="list-style-type: none"> Projects - Programme of work, efficiency, change (Monitoring - Process) Hub Updates <p>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</p> <ul style="list-style-type: none"> Victim Commissioning Grants - CSF and Victim (Update on funding) National Policy (Changes of direction MOJ etc.) Restorative Justice Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements) Partnerships – CSPs Re-Offending - IOM 	<p>Bethan West</p> <p>Marc Hodges</p>
7.	<p>Media/Events/Engagement</p> <ul style="list-style-type: none"> Engagement events PCC PR Comms of PCCs events i.e social media, Facebook, public and corporate correspondence Newsletter progress update and distribution list Engagement Process / comparing to decisions/ commitments (Linked with Compliance) 	<p>Julie Maddocks / Grace Foster-Wakeling / Sam Denness</p>
8.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> PCC Diary (structure changes) Expenses updated (to note) 	<p>Nuala Goldsboro</p>
9.	<p>Key Contacts Made</p>	<p>Whole Team</p>
10.	<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>Clare Kelly</p>
11.	<p>AOB</p>	<p>All</p>



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