



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE
MONTHLY BUSINESS REVIEW MEETING

Tuesday 3rd April 2018 at 10.00, Conference Room 2

Chair: Chief of Staff, Clare Kelly

No.	Business Review Meeting	Lead
1.	Minutes of meeting held on 8 January 2018 for agreement and actions completed.	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 	Katie Beaumont

	<ul style="list-style-type: none"> • Decisions • 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>

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