



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

Tuesday 03 September 2019

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 • OPCC Work Logs – Future Work • Strategic Board • Police and Crime Panel • Strategic Governance Board (JPS / ERSOU) • Legislation, Publications, Consultation updates • Business Continuity – any issues 	Clare Kelly
3.	Governance <ul style="list-style-type: none"> • Strategic Risk Register • J.A.C 	Clare Kelly
4.	Project Updates <ul style="list-style-type: none"> • Project work against the Police and Crime Plan • Direction • ACES • SARC 	Phil McCarthy
5.	Compliance <ul style="list-style-type: none"> • Complaints • Decisions • Website Compliance – Specified Information Order • Audits • OPCC Policy Review 	Katie Beaumont
6.	Commissioning/Victims <ul style="list-style-type: none"> • Overview for 2019 	Clare Kelly/Antonina Belcheva

	<ul style="list-style-type: none"> • Updates surrounding Commissioning 	
7.	<p>Communications</p> <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 	Zoe Fraser
8.	<p>Events and Engagement OPCC</p> <ul style="list-style-type: none"> • Overview of 2019 • Plan for Jan – March 	Zoe Fraser
9.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses 	Susie Moid
10.	Key Contacts Made for spreadsheet	Whole Team
11.	<p>Annual Report to be updated with anything from this meeting</p> <p>Decisions log to be updated with anything from this meeting</p>	Clare Kelly
12.	AOB	All

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