



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

Tuesday 6<sup>th</sup> March 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.	<p><b>Chief of Staff Update</b></p> <ul style="list-style-type: none"> <li>• Office Updates</li> <li>• Strategic Board</li> <li>• Police and Crime Panel</li> <li>• Eastern Region Alliance Summit (7 force)</li> <li>• Strategic Governance Board (JPS / ERSOU)</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – any issues</li> <li>• Milestone Plan</li> </ul> <p>EXTRA – CK requested for all members of the OPCC to register details on the Athena Register. Has this been completed by all?</p>	Clare Kelly
3.	<p><b>Chief Finance Officer Update (Quarterly)</b></p> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Finance Reports</li> <li>• Budget update</li> </ul>	Phil Wells
3.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Strategic Risk Register</li> <li>• J.A.C</li> </ul>	Clare Kelly
4.	<p><b>Policy Update</b></p> <ul style="list-style-type: none"> <li>• Policy review</li> <li>• Performance management</li> <li>• Project work against the Police and Crime Plan</li> <li>• OPCC Policy Review – New Policies</li> </ul>	Anna Akerman

	<p>Extra – asked to be added to the Agenda - new non-statutory process for the monitoring of Chief Officer’s employment post retirement. Pose Service Employment – AA is to draft Policy.</p> <p>Barred and Advisory regulations.</p>	
5.	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• FOI/DP requests</li> <li>• ICVs / Dogs</li> <li>• LQCs/Misconduct</li> <li>• Complaints</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information Order</li> <li>• Audits</li> </ul>	<b>Katie Beaumont</b>
6.	<p><b>Commissioning/Victims (Monthly)</b></p> <ul style="list-style-type: none"> <li>• Projects - Programme of work, efficiency, change (Monitoring - Process)</li> <li>• Hub Updates</li> </ul> <p><b>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</b></p> <ul style="list-style-type: none"> <li>• Victim Commissioning</li> <li>• Grants - CSF and Victim (Update on funding)</li> <li>• National Policy (Changes of direction MOJ etc.)</li> <li>• Restorative Justice</li> <li>• Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements)</li> <li>• Partnerships – CSPs</li> <li>• Re-Offending - IOM</li> </ul>	<p><b>Bethan West</b></p> <p><b>Marc Hodges</b></p>
7.	<p><b>Media/Events/Engagement</b></p> <ul style="list-style-type: none"> <li>• Engagement events PCC</li> <li>• PR</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>• Engagement Process / comparing to decisions/ commitments (Linked with Compliance)</li> </ul>	<p><b>Julie Maddocks /</b> <b>Grace Foster-Wakeling / Sam</b> <b>Denness</b></p>
8.	<p><b>Executive Personal Assistant Update</b></p> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> <li>• Expenses updated (to note)</li> </ul>	<b>Nuala Goldsboro</b>



<b>9.</b>	<b>Key Contacts Made</b>	<b>Whole Team</b>
<b>10.</b>	Annual Report to be updated with anything from this meeting Decisions log to be updated with anything from this meeting	<b>Clare Kelly</b>

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