



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE
MONTHLY BUSINESS REVIEW MEETING

Monday 8th January at 12.00, Conference Room 2

Chair: Chief of Staff, Clare Kelly

| No. | Business Review Meeting | Lead |
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| 1. | Minutes of meeting held on 7 November 2017 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 <p>Extra – asked to be added to the Agenda - new non-statutory process for the monitoring of Chief Officer’s employment post retirement.</p> | Anna Akerman |

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| | Barred and Advisory regulations. | |
| 5. | <p>Compliance</p> <ul style="list-style-type: none"> • FOI/DP requests • ICVs / Dogs • LQCs/Misconduct • Complaints • Decisions • Website Compliance – Specified Information Order • Audits | Katie Beaumont |
| 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 | <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) | Julie Maddocks / Grace Foster-Wakeling / Sam Denness |
| 8. | <p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses updated (to note) | Nuala Goldsboro |
| 9. | Key Contacts Made | Whole Team |



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| 10. | Annual Report to be updated with anything from this meeting Decisions log to be updated with anything from this meeting | Clare Kelly |
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*Papers to be drafted – send to Compliance Officer to ensure all papers are sent out before BRM.