



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

Monday 9th July 2018

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 • 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.	Policy Update <ul style="list-style-type: none"> • Project work against the Police and Crime Plan • OPCC Policy Review – New Policies 	Anna Akerman
5.	Compliance <ul style="list-style-type: none"> • Complaints • Decisions • Website Compliance – Specified Information Order • Audits 	Clare Kelly
6.	Commissioning/Victims <ul style="list-style-type: none"> • Overview 	Clare Kelly



7.	Media/Events/Engagement <ul style="list-style-type: none"> • PR • Engagement events PCC • 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) • Force Events 	Julie Maddocks Skype Grace Foster-Wakeling / Sam Denness Claudia Profeta
8.	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses 	Nuala Goldsboro
9.	Key Contacts Made for spreadsheet	Whole Team
10.	Annual Report to be updated with anything from this meeting Decisions log to be updated with anything from this meeting	Clare Kelly
11.	AOB	All

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