



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

Monday 21st August 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 	Katie Beaumont
6.	Commissioning/Victims <ul style="list-style-type: none"> • Overview 	Bethan West
7.	Media/Events/Engagement <ul style="list-style-type: none"> • PR 	Julie Maddocks Grace Foster-Wakeling /



	<ul style="list-style-type: none"> • 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 	<p>Sam Denness</p> <p>Claudia Profeta</p>
8.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses 	Nuala Goldsboro
9.	Key Contacts Made for spreadsheet	Whole Team
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>	Clare Kelly
11.	AOB	All

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