



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

24<sup>th</sup> February 2020 – Exec Conference Room - HQ

Chair: Chief of Staff, Clare Kelly

No.	Business Review Meeting	Lead
1.	Minutes of meeting	Clare Kelly
2.	<b>Chief of Staff Update</b> <ul style="list-style-type: none"> <li>• Office Updates</li> <li>• OPCC Work Logs – Future Work</li> <li>• Strategic Board</li> <li>• Police and Crime Panel</li> <li>• Strategic Governance Board (JPS / ERSOU)</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – any issues</li> </ul>	Clare Kelly
3.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Strategic Risk Register</li> <li>• J.A.C</li> </ul>	Clare Kelly
4.	<b>Project Updates</b> <ul style="list-style-type: none"> <li>• Project work against the Police and Crime Plan</li> <li>• Direction</li> <li>• ACES</li> <li>• SARC</li> </ul>	Phil McCarthy
5.	<b>Compliance</b> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Complaint Reform</li> <li>• FOI/Data Protection/GDPR</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information Order</li> <li>• Audits</li> <li>• OPCC Policy Review</li> </ul>	Katie Beaumont

6.	<p><b>Commissioning/Victims</b></p> <ul style="list-style-type: none"> <li>• Overview for 2019</li> <li>• Updates surrounding Commissioning</li> </ul>	<p><b>Clare Kelly/Antonina Belcheva</b></p>
7.	<p><b>Communications</b></p> <ul style="list-style-type: none"> <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>• Plan for next 6 months</li> </ul>	<p><b>Zoe Fraser</b></p>
8.	<p><b>Events and Engagement OPCC</b></p> <ul style="list-style-type: none"> <li>• Overview of 2019</li> <li>• Plan for Jan – March</li> </ul>	<p><b>Zoe Fraser</b></p>
9.	<p><b>Executive Personal Assistant Update</b></p> <ul style="list-style-type: none"> <li>• PCC Diary (structure changes)</li> <li>• Expenses</li> </ul>	<p><b>Susie Moid</b></p>
10.	<p><b>Key Contacts Made for spreadsheet</b></p>	<p><b>Whole Team</b></p>
11.	<p><b>APCC</b></p>	<p><b>Mary Robinson</b></p>
12.	<p>Annual Report to be updated with anything from this meeting</p> <p>Decisions log to be updated with anything from this meeting</p>	<p><b>Clare Kelly</b></p>
13.	<p><b>AOB</b></p>	<p><b>All</b></p>

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