



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

**Monday 25<sup>th</sup> March 2019**  
**Chair: Chief of Staff, Clare Kelly**

<b>No.</b>	<b>Business Review Meeting</b>	<b>Lead</b>
1.	Minutes of meeting	<b>Clare Kelly</b>
2.	<b>Chief of Staff Update</b> <ul style="list-style-type: none"> <li>• Office Updates</li> <li>• Strategic Board</li> <li>• Police and Crime Panel</li> <li>Grace – Events OPCC</li> <li>Grace - Comms folder and write PCC update using past press releases</li> <li>Katie - Decisions and complaints</li> <li>Phil - Projects</li> <li>Pauline - Actions</li>   <li>• Strategic Governance Board (JPS / ERSOU)</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – any issues</li> </ul>	<b>Clare Kelly</b>
3.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Strategic Risk Register</li> <li>• J.A.C</li> </ul>	<b>Clare Kelly</b>
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> </ul>	<b>Clare Kelly</b> <b>Phil McCarthy</b>
5.	<b>Compliance</b> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information Order</li> <li>• Audits</li> </ul>	<b>Katie Beaumont</b>

	<ul style="list-style-type: none"> <li>OPCC Policy Review</li> </ul>	
6.	<b>Commissioning/Victims</b> <ul style="list-style-type: none"> <li>Overview for 2019</li> </ul>	<b>Clare Kelly to cover for Bethan West</b>
7.	<b>Communications</b> <ul style="list-style-type: none"> <li>PR – project given to Grace by COS</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>	<b>Clare Kelly to cover – updated needed by Grace Foster before ML</b>
8.	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>Overview of 2019</li> <li>Plan for Jan – March</li> </ul>	<b>Clare Kelly to cover</b>
9.	<b>Events and Engagement Force</b> <ul style="list-style-type: none"> <li>Vehicle App update</li> <li>Force Awards</li> <li>Venues to use</li> </ul>	<b>Claudia Profeta</b>
10.	<b>Executive Personal Assistant Update</b> <ul style="list-style-type: none"> <li>PCC Diary (structure changes)</li> <li>Expenses</li> </ul>	<b>Sally Wright</b>
11.	<b>Key Contacts Made for spreadsheet</b>	<b>Whole Team</b>
12.	Annual Report to be updated with anything from this meeting Decisions log to be updated with anything from this meeting	<b>Clare Kelly (On Screen)</b>
13.	<b>AOB</b>	<b>All</b>

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