



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE
MONTHLY BUSINESS REVIEW MEETING

Tuesday 26th February 2019
 (January 2019 meeting cancelled)

Chair: Chief of Staff, Clare Kelly

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

	<ul style="list-style-type: none"> • Audits • OPCC Policy Review 	
6.	<p>Commissioning/Victims</p> <ul style="list-style-type: none"> • Overview for 2019 	Clare Kelly to cover for Bethan West
7.	<p>Communications</p> <ul style="list-style-type: none"> • PR – project given to Grace by COS • Comms of PCCs events i.e social media, Facebook, public and corporate correspondence • Newsletter progress update and distribution list • Plan for next 6 months 	Clare Kelly to cover – updated needed by Grace Foster before ML
8.	<p>Events and Engagement OPCC</p> <ul style="list-style-type: none"> • Overview of 2019 • Plan for Jan – March 	Clare Kelly to cover
9.	<p>Events and Engagement Force</p> <ul style="list-style-type: none"> • Vehicle App update • Force Awards • Venues to use 	Claudia Profeta
10.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses 	Sally Wright
11.	Key Contacts Made for spreadsheet	Whole Team
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>	Clare Kelly (On Screen)
13.	AOB	All

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