



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

Tuesday 7 November 2017 at 12.00, Conference Room 1

Chair: Chief of Staff, Clare Kelly

No.	Business Review Meeting	Lead
1.	Minutes of meeting held on 10 October 2017 for agreement and actions completed.	Clare Kelly
2.	Chief of Staff Update <ul style="list-style-type: none"> • Office Updates • Strategic Board • Police and Crime Panel • Eastern Region Alliance Summit (7 force) • Strategic Governance Board (JPS / ERSOU) • Legislation, Publications, Consultation updates • Business Continuity – any issues • Milestone Plan 	Clare Kelly
3.	Chief Finance Officer Update (Quarterly) <ul style="list-style-type: none"> • Publications • Finance Reports • Budget update 	Phil Wells
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"> • Policy review • Performance management • Project work against the Police and Crime Plan 	Anna Akerman
5.	Compliance <ul style="list-style-type: none"> • FOI/DP requests 	Katie Beaumont

	<ul style="list-style-type: none"> • ICVs / Dogs • LQCs/Misconduct • Complaints • Decisions • Website Compliance – Specified Information Order • Audits 	
6.	<p>Commissioning/Victims (Monthly)</p> <ul style="list-style-type: none"> • Projects - Programme of work, efficiency, change (Monitoring - Process) • Hub Updates <p>Commissioning/Victims (Quarterly unless during the commissioning timeframe)</p> <ul style="list-style-type: none"> • Victim Commissioning • Grants - CSF and Victim (Update on funding) • National Policy (Changes of direction MOJ etc.) • Restorative Justice • Partnerships - Local Authorities (Co-Commissioning/Meetings/Community engagements) • Partnerships – CSPs 	<p>Bethan West</p> <p>Marc Hodges</p>
7.	<p>Media/Events/Engagement</p> <ul style="list-style-type: none"> • Engagement events PCC • PR • 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) 	<p>Julie Maddocks / Grace Foster-Wakeling / Sam Denness</p>
8.	<p>Executive Personal Assistant Update</p> <ul style="list-style-type: none"> • PCC Diary (structure changes) • Expenses updated (to note) 	<p>Nuala Goldsboro</p>
9.	<p>Key Contacts Made</p>	<p>Whole Team</p>
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>	<p>Clare Kelly</p>

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