



## **BUSINESS REVIEW MEETING TERMS OF REFERENCE**

The Business Review Meeting is one of the mechanisms for giving the Police and Crime Commissioner an account of the role the office plays and progress on delivering the Police and Crime Plan.

The Terms of Reference for Business Review Meetings provides a framework for the meetings to promote transparency.

### **1. MEMBERSHIP**

All staff of the Office of the Police and Crime Commissioner (OPCC) should attend but not the Police and Crime Commissioner.

- Director of OPCC Operations (Chair)
- Chief Executive
- Head of Governance and Transparency
- Head of Victim Care
- Project Manager for Policing and Contact
- Project Manager for Early Intervention
- Lead for Commissioning and Income Generation
- Commissioning Officer
- Events, Community & Partnership Engagement Officer
- Communications Officer
- Contacts Officer
- Compliance Officer
- Personal Assistant to the PCC
- Personal Assistant to the Chief Executive
- Any other OPCC member of staff

### **2. ADMINISTRATION**

- The meeting will be chaired by the Director of OPCC Operations. The Head of Governance and Transparency will take the Chair role in the absence of the Director of OPCC Operations.
- The framework for the meeting agendas will be prepared by the Compliance Officer for the year in advance to ensure all statutory responsibilities are included.
- The agenda for the meeting will be circulated 1 week in advance to allow for any papers/reports to be prepared.

### **3. SECRETARIAT**

- The meeting will be administered by the Compliance Officer.



#### 4. PURPOSE

- To form part of the overall governance for the OPCC.
- To receive updates on the progress of delivery of the Police and Crime Plan.
- To receive updates on all statutory functions of the OPCC.
- To receive reports and updates from other meetings.
- To provide a platform for reviewing papers prior to submission to other meetings within the corporate governance structure; namely Delivery and Beating Crime Board, Joint Audit Committee and any other governance meetings which become established during the year.
- To receive a round up from each member of the team of their workflow over the coming month outlining any issues that require a decision. To act as a decision making mechanism in relation to all OPCC matters.
- To horizon scan for forthcoming issues and concerns and to highlight new risks.

#### 5. AGENDA

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

**Chair: Director of OPCC Operations**

No.	Time	Business Review Meeting
1.	10 mins	Minutes and actions from previous meeting.
2.	10 mins	<p><b>Director of OPCC Operations</b></p> <ul style="list-style-type: none"> <li>• Projects Update</li> <li>• Staffing / HR / Recruitment</li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul>
3.	10 mins	<p><b>Compliance/Transparency/Governance</b></p> <ul style="list-style-type: none"> <li>• Information Document</li> <li>• Quarterly Transparency Report</li> <li>• Strategic Risk Register/JAC</li> <li>• Complaints</li> <li>• Reviews</li> <li>• FOI/Data Protection/GDPR</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information Order</li> <li>• Audits</li> </ul>

		<ul style="list-style-type: none"> <li>• APCC</li> </ul>
<b>4.</b>	<b>10 mins</b>	<p><b>Victim Care</b></p> <ul style="list-style-type: none"> <li>• Bedfordshire Victim Care Services (Monitoring/Data and Budget)</li> <li>• Beds Police Partnership Trust (Monitoring/Data and Budget)</li> <li>• Victim Care</li> <li>• Commissioning</li> </ul>
<b>5.</b>	<b>10 mins</b>	<p><b>Commissioning and Income Generation Lead</b></p> <ul style="list-style-type: none"> <li>• Commissioning</li> <li>• Monitoring services</li> </ul>
<b>6.</b>	<b>10 mins</b>	<p><b>Project Manager – Policing and Contact</b></p> <ul style="list-style-type: none"> <li>• Projects against Police and Crime Plan</li> <li>• Safer Streets Update</li> </ul>
<b>7.</b>	<b>10 mins</b>	<p><b>Early Intervention &amp; Reducing Reoffending Project Manager</b></p> <ul style="list-style-type: none"> <li>• Projects update</li> </ul>
<b>8.</b>	<b>10 mins</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Press Releases</li> <li>• Newsletter progress update and distribution list</li> </ul>
<b>9.</b>	<b>10 mins</b>	<p><b>Events and Engagement OPCC</b></p> <ul style="list-style-type: none"> <li>• Upcoming events</li> </ul>
<b>10.</b>	<b>10 mins</b>	<p><b>Executive Personal Assistant Update</b></p> <ul style="list-style-type: none"> <li>• PCC Diary</li> <li>• Structural changes to diary – points to note from the PCC/Chief Exec</li> </ul>
<b>11.</b>	<b>20 mins</b>	<p><b>Chief Executive Update</b></p> <ul style="list-style-type: none"> <li>• OPCC Review Update</li> <li>• Police and Crime Panel Updates</li> <li>• Delivery and Beating Crime Board Updates</li> <li>• Legislation, Publications, Consultation Updates</li> </ul>



12.	5 mins	Key Contacts Made for spreadsheet Any updates from all team members ***** <b>Standing Item: Year 2 Annual Report Notifications from Team</b>
13.	Close	Decisions log to be updated with anything from this meeting
14.		<b>AOB</b>

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

## 6. FREQUENCY

- OPCC Business Review Meetings will take place once a month.
- The Terms of Reference will be reviewed annually.