



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

August 25th 2022

Chair: Director of OPCC Operations

No.	Time	Business Review Meeting	Lead
1.	10 mins	Minutes and actions from previous meeting. <ul style="list-style-type: none"> Review of Terms of Reference for BRM 	WH
2.	10 mins	Director of OPCC Operations <ul style="list-style-type: none"> Projects Update Staffing / HR / Recruitment BRM (Governance) Risks to raise and mitigations from projects or work 	WH
3.	10 mins	Compliance/Transparency/Governance <ul style="list-style-type: none"> Information Document Quarterly Transparency Report Strategic Risk Register/JAC Complaints Reviews FOI/Data Protection/GDPR Decisions Website Compliance – Specified Information Order Audits APCC 	KB
4.	10 mins	Victim Care <ul style="list-style-type: none"> Bedfordshire Victim Care Services (Monitoring/Data and Budget) Beds Police Partnership Trust (Monitoring/Data and Budget) Victim Care Commissioning 	SP
5.	10 mins	Commissioning and Income Generation Lead <ul style="list-style-type: none"> Commissioning Monitoring services 	JS/TM



6.	10 mins	Project Manager – Policing and Contact <ul style="list-style-type: none"> Projects against Police and Crime Plan Safer Streets Update 	PE
7.	10 mins	Early Intervention & Reducing Reoffending Project Manager <ul style="list-style-type: none"> Projects update 	CG
8.	10 mins	Communications <ul style="list-style-type: none"> Press Releases Newsletter progress update and distribution list 	
9.	10 mins	Events and Engagement OPCC <ul style="list-style-type: none"> Upcoming events 	ZF
10.	10 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> PCC Diary Structural changes to diary – points to note from the PCC/Chief Exec 	GM/PS
11.	20 mins	Chief Executive Update <ul style="list-style-type: none"> OPCC Review Update Police and Crime Panel Updates Delivery and Beating Crime Board Updates Legislation, Publications, Consultation Updates 	AV
12.	5 mins	Key Contacts Made for spreadsheet Any updates from all team members ***** Standing Item: Year 2 Annual Report Notifications from Team	Whole Team
13.	Close	Decisions log to be updated with anything from this meeting	KB
14.		AOB	All

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