



## POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

### MONTHLY BUSINESS REVIEW MEETING

September 29<sup>th</sup> 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"> <li>Review of Terms of Reference for BRM</li> </ul>	WH
2.	10 mins	<b>Director of OPCC Operations</b> <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>	WH
3.	10 mins	<b>Compliance/Transparency/Governance</b> <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> <li>APCC</li> </ul>	KB
4.	10 mins	<b>Victim Care</b> <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>	SP
5.	10 mins	<b>Commissioning and Income Generation Lead</b> <ul style="list-style-type: none"> <li>Commissioning</li> <li>Monitoring services</li> </ul>	JS/TM



6.	10 mins	<b>Project Manager – Policing and Contact</b> <ul style="list-style-type: none"> <li>Projects against Police and Crime Plan</li> <li>Safer Streets Update</li> </ul>	PE
7.	10 mins	<b>Early Intervention &amp; Reducing Reoffending Project Manager</b> <ul style="list-style-type: none"> <li>Projects update</li> </ul>	CG
8.	10 mins	<b>Communications</b> <ul style="list-style-type: none"> <li>Press Releases</li> <li>Newsletter progress update and distribution list</li> </ul>	
9.	10 mins	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>Upcoming events</li> </ul>	ZF
10.	10 mins	<b>Executive Personal Assistant Update</b> <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>	GM/PS
11.	20 mins	<b>Chief Executive Update</b> <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>	AV
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>	Whole Team
13.	Close	Decisions log to be updated with anything from this meeting	KB
14.		<b>AOB</b>	All

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