



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

June 30th 2022

Chair: Head of Delivery, Wayne Humberstone

No.	Time	Business Review Meeting	Lead
1.	10 mins	Minutes and actions from previous meeting.	KB
2.	10 mins	Head of Delivery <ul style="list-style-type: none"> • BRM (Governance) Risks to raise and mitigations from projects or work • Projects • Staffing / HR / Recruitment • Office Updates • Criminal Justice and Victim Projects (CJ Lead) 	WH
3.	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
4.	10 mins	Compliance/Transparency/Governance <ul style="list-style-type: none"> • Finance <ul style="list-style-type: none"> - Finance policy - New suppliers' detail - 3 quotes - Purchase order requests - Purchase orders not being re-opened - Commissioning 22-23 invoice chasing requests • Strategic Risk Register/JAC • Complaints • Reviews • FOI/Data Protection/GDPR • Decisions • Website Compliance – Specified Information Order • Audits 	KB/BC/MR

		<ul style="list-style-type: none"> • APCC – Mary Robinson 	
5.	10 mins	Victim Care <ul style="list-style-type: none"> • Bedfordshire Victim Care Services (Data and Budget) • Beds Police Partnership Trust (Data and Budget) • Victim Care 	SP
6.	10 mins	Project Manager – Policing and Contact <ul style="list-style-type: none"> • Projects against Police and Crime Plan • Safer Streets Update • Update on Roads Fund 	PE
7.	10 mins	Early Intervention & Reducing Reoffending Project Manager <ul style="list-style-type: none"> • Projects update 	CG
8.	10 mins	Commissioning <ul style="list-style-type: none"> • 2021-22 Commissioned Services – End of year reports • 2022-23 Commissioned Services update • Probation Update 	SP/JS
9.	10 mins	Communications <ul style="list-style-type: none"> • Press Releases • Newsletter progress update and distribution list • Website Review 	LF
10.	10 mins	Events and Engagement OPCC <ul style="list-style-type: none"> • Upcoming events • Beds Youth Council (BYC) Presentation <i>(moved from April 1st BRM)</i> 	ZF
11.	10 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary 	GM



		<ul style="list-style-type: none"> Structural changes to diary – points to note from the PCC 	
12.	5 mins	Key Contacts Made for spreadsheet Any updates from all team members *****	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.