



# POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

## MONTHLY BUSINESS REVIEW MEETING

September 30<sup>th</sup> 2021

Chair: Chief Executive, Clare Kelly

| No. | Time    | Business Review Meeting   | Lead                           |
|-----|---------|---|--------------------------------|
| 1.  | 10 mins | Minutes and actions from previous meeting.  | Clare Kelly                    |
| 2.  | 20 mins | <b>Chief Executive Update</b> <ul style="list-style-type: none"> <li>• OPCC Work Logs – Future Work</li> <li>• Strategic Board</li> <li>• Police and Crime Panel</li> <li>• Legislation, Publications, Consultation updates</li> <li>• Business Continuity – and Covid-19</li> <li>• PCC's Grant Fund 2022-23</li> </ul>  | Clare Kelly                    |
| 3.  | 10 mins | <b>Head of Delivery</b> <ul style="list-style-type: none"> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> <li>• Staffing / HR / Recruitment</li> <li>• Office Updates</li> </ul>  | Wayne Humberstone              |
| 4.  | 10 mins | <b>Compliance</b> <ul style="list-style-type: none"> <li>• Terms of Reference Review</li> <li>• Strategic Risk Register</li> <li>• Complaints</li> <li>• Review</li> <li>• FOI/Data Protection/GDPR</li> <li>• Decisions</li> <li>• Website Compliance – Specified Information Order</li> <li>• Audits</li> <li>• HR</li> <li>• APCC – Mary Robinson</li> </ul> | Katie Beaumont & Bethany Coles |
| 5.  | 10 mins | <b>Victim Care</b> <ul style="list-style-type: none"> <li>• Signpost (Data and Budget)</li> <li>• Beds Police Partnership Trust (Data and Budget)</li> </ul>  | Simon Powell                   |

|     |         |  |                   |
|-----|---------|--|-------------------|
|     |         | <ul style="list-style-type: none"> <li>Victim Care</li> </ul>  |                   |
| 6.  | 10 mins | <b>Project Manager – Policing and Contact</b> <ul style="list-style-type: none"> <li>Projects against Police and Crime Plan</li> </ul>   | Phil Eaton        |
| 7.  | 10 mins | <b>Criminal Justice Manager</b> <ul style="list-style-type: none"> <li>Criminal Justice and Victim Projects</li> <li>Probation Update</li> </ul>                                   |                   |
| 8.  | 10 mins | <b>Commissioning / Victims</b> <ul style="list-style-type: none"> <li>2021-22 bids update</li> <li>Update on Roads Fund and Youth Spaces</li> <li>Commissioning process</li> </ul> | Antonina Belcheva |
| 9.  | 10 mins | <b>Communications</b> <ul style="list-style-type: none"> <li>Press Releases</li> <li>Newsletter progress update and distribution list</li> <li>Website Review</li> </ul>           | Leanne Friel      |
| 10. | 10 mins | <b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>Upcoming events</li> </ul>  | Zoe Fraser        |
| 11. | 10 mins | <b>Executive Personal Assistant Update</b> <ul style="list-style-type: none"> <li>PCC Diary</li> <li>Structural changes to diary</li> </ul>  | Gemma McCormack   |
| 12. | 5 mins  | <b>Key Contacts Made for spreadsheet</b><br><b>Any updates from all team members *****</b>   | Whole Team        |
| 13. | Close   | Decisions log to be updated with anything from this meeting  | Clare Kelly       |
| 14. |         | <b>AOB</b>   | All               |

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