



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

November 9th 2021

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

6.	10 mins	Project Manager – Policing and Contact <ul style="list-style-type: none"> Projects against Police and Crime Plan 	Phil Eaton
7.	10 mins	Criminal Justice Manager <ul style="list-style-type: none"> Criminal Justice and Victim Projects Probation Update 	
8.	10 mins	Commissioning / Victims <ul style="list-style-type: none"> 2021-22 bids update Update on Roads Fund and Youth Spaces Commissioning process 	Antonina Belcheva
9.	10 mins	Communications <ul style="list-style-type: none"> Press Releases Newsletter progress update and distribution list Website Review 	Leanne Friel
10.	10 mins	Events and Engagement OPCC <ul style="list-style-type: none"> Upcoming events 	Zoe Fraser
11.	10 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> PCC Diary Structural changes to diary 	Gemma McCormack
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	
14.		AOB	All

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