



# POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

## MONTHLY BUSINESS REVIEW MEETING

July 29<sup>th</sup> 2021

Microsoft Teams

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> </ul>	Clare Kelly
3.	10 mins	<b>Delivery Manager</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> <li>• Projects – Policing and Contact Criminal Justice and Victim Projects               <ul style="list-style-type: none"> <li>➤ Probation Update</li> <li>➤ Projects against Police and Crime Plan</li> </ul> </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> <li>• Victim Care</li> </ul>	<b>Simon Powell</b>
6.	10 mins	<b>Commissioning / Victims</b> <ul style="list-style-type: none"> <li>• 2021 bid process – conclusion (AB'S update paper)</li> <li>• Update on Roads Fund and Youth Spaces</li> <li>• Commissioning process</li> </ul>	<b>Antonina Belcheva</b>
7.	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>	<b>Leanne Friel</b>
8.	10 mins	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>• Upcoming events</li> </ul>	<b>Zoe Fraser</b>
9.	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>	<b>Gemma McCormack</b>
10.	5 mins	<b>Key Contacts Made for spreadsheet</b>  <b>Any updates from all team members *****</b>	<b>Whole Team</b>
11.	Close	Decisions log to be updated with anything from this meeting	<b>Clare Kelly</b>
12.		<b>AOB</b>	<b>All</b>

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