



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE
MONTHLY BUSINESS REVIEW MEETING

June 29th 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	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 	Clare Kelly
3.	10 mins	Delivery Manager <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 	Katie Beaumont & Bethany Coles
5.	10 mins	Project Updates <ul style="list-style-type: none"> • Project work against the Police and Crime Plan 	Phil McCarthy

6.	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
7.	10 mins	Commissioning / Victims <ul style="list-style-type: none"> • 2021 bid process – conclusion (AB'S update paper) • Update on roads fund and Youth Spaces 	Antonina Belcheva
8.	10 mins	Communications <ul style="list-style-type: none"> • Press Releases • Newsletter progress update and distribution list • Website Review 	Leanne Friel
9.	10 mins	Events and Engagement OPCC <ul style="list-style-type: none"> • Upcoming events 	Zoe Fraser
10.	10 mins	Criminal Justice and Victim Projects <ul style="list-style-type: none"> • Probation Update • Projects against Police and Crime Plan 	Eliot Johashen
10.	10 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary • Structural changes to diary 	Gemma McCormack
11.	5 mins	Key Contacts Made for spreadsheet Any updates from all team members *****	Whole Team
12.	5 mins	APCC	Mary Robinson
13.	Close	Decisions log to be updated with anything from this meeting	Clare Kelly
14.		AOB	All



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