



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE
MONTHLY BUSINESS REVIEW MEETING

May 25th 2021

Microsoft Teams

Chair: Chief of Staff, Clare Kelly

No.	Time	Business Review Meeting	Lead
1.	10 mins	Minutes and actions from previous meeting.	Clare Kelly
2.	20 mins	Chief of Staff Update <ul style="list-style-type: none"> • OPCC Work Logs – Future Work • Strategic Board • Police and Crime Panel • Legislation, Publications, Consultation updates • Recruitment • Business Continuity – any issues • Estates • Health 	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 • 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	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 (SH) 	Antonina Belcheva & Suffian Hussain
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	Zoe Fraser
10.	10 mins	Criminal Justice and Victim Projects <ul style="list-style-type: none"> • Probation Update 	Eliot Johashen
10.	5 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary 	Clare Kelly
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.