



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

April 26th 2023

Chair: Wayne Humberstone, Director of OPCC Operations

	Time	Business Review Meeting	Lead
1.	5 mins	Minutes and actions from previous meeting.	WH
2.	10 mins	Director of OPCC Operations <ul style="list-style-type: none"> Projects Update Staffing / HR / Recruitment 	WH
3.	10 mins	Compliance/Transparency/Governance <ul style="list-style-type: none"> Force Information Document Quarterly Transparency Report Strategic Risk Register/JAC Complaints Reviews FOI/Data Protection/GDPR Decisions Specified Information Order Audits APCC Website – all team to review their areas on the website and feedback to BRM BRM (Governance) Risks to raise and mitigations from projects or work 	KB/BC/AM/MR
4.	10 mins	Director of Bedfordshire's Violence and Exploitation Reduction Unit <ul style="list-style-type: none"> VERU updates BRM (Governance) Risks to raise and mitigations from projects or work 	KL/PM
5.	10 mins	Victim Care <ul style="list-style-type: none"> Bedfordshire Victim Care Services (Monitoring/Data and Budget) Beds Police Partnership Trust 	SP

		<p>(Monitoring/Data and Budget)</p> <ul style="list-style-type: none"> • Victim Care • Commissioning • BRM (Governance) Risks to raise and mitigations from projects or work 	
6.	10 mins	<p>Commissioning and Income Generation Lead</p> <ul style="list-style-type: none"> • Commissioning • Monitoring services • BRM (Governance) Risks to raise and mitigations from projects or work 	JS/TM/CH
7.	10 mins	<p>Project Manager – Policing and Contact</p> <ul style="list-style-type: none"> • Projects against Police and Crime Plan • Safer Streets Update • BRM (Governance) Risks to raise and mitigations from projects or work 	PE
8.	10 mins	<p>Early Intervention & Reducing Reoffending Project Manager</p> <ul style="list-style-type: none"> • Projects update • BRM (Governance) Risks to raise and mitigations from projects or work 	CG
9.	10 mins	<p>Criminal Justice Project Manager</p> <ul style="list-style-type: none"> • Criminal Justice updates • Victim Needs Analysis (VNA) updates • BRM (Governance) Risks to raise and mitigations from projects or work 	FJ
10.	10 mins	<p>Restorative Justice Coordinator</p> <ul style="list-style-type: none"> • Restorative Justice Updates • BRM (Governance) Risks to raise and mitigations from projects or work 	AP
11.	5 mins	<p>Communications</p> <ul style="list-style-type: none"> • Press Releases • Newsletter progress update and distribution list • BRM (Governance) Risks to raise and mitigations from projects or work 	



12.	5 mins	Events and Engagement OPCC <ul style="list-style-type: none"> • Upcoming events • BRM (Governance) Risks to raise and mitigations from projects or work 	Project Leads
13.	5 mins	Executive Personal Assistant Update <ul style="list-style-type: none"> • PCC Diary • Structural changes to diary – points to note from the PCC/Chief Exec • Updates on Business Conference, Faith Conference, Rural Conference and Schools Debate. 	GM/PS
14.	10 mins	Chief Executive Update <ul style="list-style-type: none"> • OPCC Review Update • Police and Crime Panel Updates • Performance and Governance Board Updates • Legislation, Publications, Consultation Updates 	AV
15.	5 mins	Key Contacts Made for spreadsheet Any updates from all team members ***** Standing Item: Year 2 Annual Report Notifications from Team	Whole Team
16.	Close	Decisions log to be updated with anything from this meeting	KB
17.		AOB	All

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