POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

March 27th 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** • Projects Update • Staffing / HR / Recruitment	**WH**
3.	10 mins	**Compliance/Transparency/Governance** • 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** • VERU updates • BRM (Governance) Risks to raise and mitigations from projects or work	**KL/PM**
5.	10 mins	**Victim Care** • Bedfordshire Victim Care Services (Monitoring/Data and Budget) • Beds Police Partnership Trust	**SP**

		(Monitoring/Data and Budget) • Victim Care • Commissioning • BRM (Governance) Risks to raise and mitigations from projects or work	
6.	10 mins	**Commissioning and Income Generation Lead** • Commissioning • Monitoring services • BRM (Governance) Risks to raise and mitigations from projects or work	**JS/TM/CH**
7.	10 mins	**Project Manager – Policing and Contact** • Projects against Police and Crime Plan • Safer Streets Update • BRM (Governance) Risks to raise and mitigations from projects or work	**PE**
8.	10 mins	**Early Intervention & Reducing Reoffending Project Manager** • Projects update • BRM (Governance) Risks to raise and mitigations from projects or work	**CG**
9.	10 mins	**Criminal Justice Project Manager** • Criminal Justice updates • Victim Needs Analysis (VNA) updates • BRM (Governance) Risks to raise and mitigations from projects or work	**FJ**
10.	10 mins	**Restorative Justice Coordinator** • Restorative Justice Updates • BRM (Governance) Risks to raise and mitigations from projects or work	**AP**
11.	5 mins	**Communications** • 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** • Upcoming events • BRM (Governance) Risks to raise and mitigations from projects or work	**Project Leads**
13.	5 mins	**Executive Personal Assistant Update** • 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** • OPCC Review Update • Police and Crime Panel Updates • Delivery and Beating Crime 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.