



## POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

### MONTHLY BUSINESS REVIEW MEETING

June 28<sup>th</sup> 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	<b>Director of OPCC Operations</b> <ul style="list-style-type: none"> <li>• Projects Update</li> <li>• Staffing / HR / Recruitment</li> <li>• PCC Update</li> </ul>	WH
3.	10 mins	<b>Compliance/Transparency/Governance</b> <ul style="list-style-type: none"> <li>• Force Information Document</li> <li>• Quarterly Transparency Report</li> <li>• Strategic Risk Register/JAC</li> <li>• Complaints</li> <li>• Reviews</li> <li>• FOI/Data Protection/GDPR</li> <li>• Decisions</li> <li>• Specified Information Order</li> <li>• Audits</li> <li>• APCC</li> <li>• Website</li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul>	KB/SD/BC /AM/MR
4.	10 mins	<b>Bedfordshire's Violence and Exploitation Reduction Unit (VERU)</b> <ul style="list-style-type: none"> <li>• VERU updates</li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul>	KL/PM
5.	10 mins	<b>Victim Care</b> <ul style="list-style-type: none"> <li>• Bedfordshire Victim Care Services (Monitoring/Data and Budget)</li> <li>• Bobby Scheme (Monitoring/Data and Budget)</li> </ul>	SP

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

12	10 mins	<b>Events and Engagement OPCC</b> <ul style="list-style-type: none"> <li>• Upcoming events</li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul>	<b>Project Leads</b>
13	10 mins	<b>Executive Personal Assistant Update</b> <ul style="list-style-type: none"> <li>• PCC Diary</li> <li>• Structural changes to diary – points to note from the PCC/Chief Exec</li> <li>• Updates on Business Conference, Faith Conference, Rural Conference and Schools Debate.</li> </ul>	<b>GM/PS</b>
14	10 mins	<b>Chief Executive Update</b> <ul style="list-style-type: none"> <li>• OPCC Review Update</li> <li>• Police and Crime Panel Updates</li> <li>• Performance and Governance Board Updates</li> <li>• Legislation, Publications, Consultation Updates</li> </ul>	<b>AV</b>
15	5 mins	Key Contacts Made for spreadsheet Any updates from all team members ***** <b>Standing Item: Year 3 Annual Report Notifications from Team</b>	<b>Whole Team</b>
16	Close	Decisions log to be updated with anything from this meeting	<b>KB</b>
17	10 mins	<b>AOB</b>	<b>All</b>

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