



# POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

## MONTHLY BUSINESS REVIEW MEETING

October 5<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>• Gifts and Hospitality</li> <li>• Model Task Risk Assessments (MTRA's)</li> <li>• Website – <i>standing item for all team to review their areas and provide feedback monthly</i></li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul> | KB/SD/BC<br>/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                 |
| 5. | 10 mins | <b>Victim Care</b> <ul style="list-style-type: none"> <li>• Bedfordshire Victim Care Services</li> </ul>  | SP                 |

|     |         |  |          |
|-----|---------|--|----------|
|     |         | <p>(Monitoring/Data and Budget)</p> <ul style="list-style-type: none"> <li>• Bobby Scheme (Monitoring/Data and Budget)</li> <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/LG/TM |
| 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>                       | LF       |

|            |                |   |                      |
|------------|----------------|---|----------------------|
| <b>12.</b> | <b>10 mins</b> | <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> |
| <b>13.</b> | <b>10 mins</b> | <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, Rural Conference and Schools Debate</li> </ul> | <b>GM/PS</b>         |
| <b>14.</b> | <b>10 mins</b> | <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>            |
| <b>15.</b> | Close          | Decisions log to be updated with anything from this meeting   | <b>KB</b>            |
| <b>16.</b> | <b>10 mins</b> | <b>AOB</b>  | <b>All</b>           |

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