



## POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

### MONTHLY BUSINESS REVIEW MEETING

December 21<sup>st</sup> 2023

Chair: Wayne Humberstone, Director of OPCC Operations

	Time	Business Review Meeting	Lead
1.	5 mins	Minutes and actions from previous meeting.  <b><u>Standing item:</u> Declaration of interests and expenses from the team</b>	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/Joint Audit Committee</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>• 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 /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>	CG

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> <li>• Victim Care</li> <li>• Commissioning</li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul>	PE
6.	10 mins	<b>Commissioning and Income Generation Lead</b> <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>	LG/TM
7.	10 mins	<b>Project Manager – Policing and Contact</b> <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	<b>Early Intervention &amp; Reducing Reoffending Project Manager</b> <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	<b>Criminal Justice Project Manager</b> <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	<b>Restorative Justice Coordinator</b> <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>	NB
11.	10 mins	<b>Communications</b> <ul style="list-style-type: none"> <li>• Press Releases</li> </ul>	LF

		<ul style="list-style-type: none"> <li>• Newsletter progress update and distribution list</li> <li>• BRM (Governance) Risks to raise and mitigations from projects or work</li> </ul>	
<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.