



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

30th January 2024

Chair: Wayne Humberstone, Director of OPCC Operations

	Time	Business Review Meeting	Lead
1.	5 mins	Minutes and actions from previous meeting. <u>Standing item:</u> Declaration of interests and expenses from the team	WH
2.	10 mins	Director of OPCC Operations <ul style="list-style-type: none"> • Projects Update • Staffing / HR / Recruitment • PCC Update 	WH
3.	10 mins	Compliance/Transparency/Governance <ul style="list-style-type: none"> • Force Information Document • Quarterly Transparency Report • Strategic Risk Register/Joint Audit Committee • Complaints • Reviews • FOI/Data Protection/GDPR • Decisions • Specified Information Order • Audits • APCC • Gifts and Hospitality • Website – <i>standing item for all team to review their areas and provide feedback monthly</i> • BRM (Governance) Risks to raise and mitigations from projects or work 	KB/SD/BC /AM/MR
4.	10 mins	Bedfordshire's Violence and Exploitation Reduction Unit (VERU) <ul style="list-style-type: none"> • VERU updates • BRM (Governance) Risks to raise and mitigations from projects or work 	CG

5.	10 mins	Victim Care <ul style="list-style-type: none"> • Bedfordshire Victim Care Services (Monitoring/Data and Budget) • Bobby Scheme (Monitoring/Data and Budget) • Victim Care • Commissioning • BRM (Governance) Risks to raise and mitigations from projects or work 	PE
6.	10 mins	Commissioning and Income Generation Lead <ul style="list-style-type: none"> • Commissioning • Monitoring services • BRM (Governance) Risks to raise and mitigations from projects or work 	LG/TM
7.	10 mins	Project Manager – Policing and Contact <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	Early Intervention & Reducing Reoffending Project Manager <ul style="list-style-type: none"> • Projects update • BRM (Governance) Risks to raise and mitigations from projects or work 	CG
9.	10 mins	Criminal Justice Project Manager <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	Restorative Justice Coordinator <ul style="list-style-type: none"> • Restorative Justice Updates • BRM (Governance) Risks to raise and mitigations from projects or work 	NB
11.	10 mins	Communications <ul style="list-style-type: none"> • Press Releases 	LF/LL

		<ul style="list-style-type: none"> • Newsletter progress update and distribution list • BRM (Governance) Risks to raise and mitigations from projects or work 	
12.	10 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.	10 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, 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.	Close	Decisions log to be updated with anything from this meeting	KB
16.	10 mins	AOB	All

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