



Business Review Meeting Terms of Reference

The Business Review Meeting is one of the mechanisms for giving the Police and Crime Commissioner an account of the role the office plays and progress on delivering the Police and Crime Plan.

The Terms of Reference for Business Review Meetings provides a framework for the meetings to promote transparency.

1. MEMBERSHIP

All staff of the Office of the Police and Crime Commissioner (OPCC) should attend but not the Police and Crime Commissioner.

- Director of OPCC Operations (Chair)
- Chief Executive
- Head of Governance and Transparency
- Head of/Manager of the Violence and Exploitation Reduction Unit (VERU)
- Project Manager for Policing and Contact
- Project Manager Criminal Justice and Victims
- Performance and Accountability Manager
- Lead for Commissioning and Income Generation
- Commissioning Officer(s)
- Communications Officer(s)
- Contacts Officer
- Compliance Officer(s)
- Restorative Justice Coordinator(s)
- Personal Assistant to the PCC
- Personal Assistant to the Chief Executive
- Any other OPCC member of staff

2. ADMINISTRATION

- The meeting will be chaired by the Director of OPCC Operations. The Head of Governance and Transparency will take the Chair role in the absence of the Director of OPCC Operations.
- The framework for the meeting agendas will be prepared by the Compliance Officer for the year in advance to ensure all statutory responsibilities are included.
- The agenda for the meeting will be circulated 1 week in advance to allow for any papers/reports to be prepared.

3. SECRETARIAT



- The meeting will be administered by the Compliance Officer.

4. PURPOSE

- To form part of the overall governance for the OPCC.
- To receive updates on the progress of delivery of the Police and Crime Plan.
- To receive updates on all statutory functions of the OPCC.
- To receive reports and updates from other meetings.
- To provide a platform for reviewing papers prior to submission to other meetings within the corporate governance structure; namely Performance and Governance Board, Joint Audit Committee and any other governance meetings which become established during the year.
- To receive a round up from each member of the team of their workflow over the coming month outlining any issues that require a decision. To act as a decision making mechanism in relation to all OPCC matters.
- To horizon scan for forthcoming issues and concerns and to highlight new risks.

5. AGENDA

POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE MONTHLY BUSINESS REVIEW MEETING

Chair: 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 • The Bobby Scheme 	WH
3.	10 mins	Compliance/Transparency/Governance <ul style="list-style-type: none"> • Force Information Document • Quarterly Transparency Report 	KB/SD/BC /AB/MR

		<ul style="list-style-type: none"> • 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 	
4.	10 mins	<p>Bedfordshire’s Violence and Exploitation Reduction Unit (VERU)</p> <ul style="list-style-type: none"> • VERU updates • BRM (Governance) Risks to raise and mitigations from projects or work 	CG
5.	10 mins	<p>Commissioning and Income Generation Lead</p> <ul style="list-style-type: none"> • Commissioning • Monitoring services • BRM (Governance) Risks to raise and mitigations from projects or work 	LG/TM/JG /KN
6.	10 mins	<p>Project Manager – Policing and Contact</p> <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
7.	10 mins	<p>Criminal Justice Project Manager</p> <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
8.	10 mins	<p>Restorative Justice Coordinator</p> <ul style="list-style-type: none"> • Restorative Justice Updates • BRM (Governance) Risks to raise and mitigations from projects or work 	NB



9.	10 mins	Communications <ul style="list-style-type: none"> • Press Releases • Newsletter progress update and distribution list • BRM (Governance) Risks to raise and mitigations from projects or work 	LF/LL
10.	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
11.	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
12.	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
13.	Close	Decisions log to be updated with anything from this meeting	KB
14.	10 mins	AOB	All

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

6. FREQUENCY

- OPCC Business Review Meetings will take place once a month.
- The Terms of Reference will be reviewed annually.