



POLICE AND CRIME COMMISSIONER FOR BEDFORDSHIRE

MONTHLY BUSINESS REVIEW MEETING

29th July 2024

Chair: Wayne Humberstone, Acting Chief Executive

| | 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 | 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 /AB/MR |
| 3. | 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 |
| 4. | 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/JG /KN |

| | | | |
|-----|---------|---|---------------|
| 5. | 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 |
| 6. | 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 |
| 7. | 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 |
| 8. | 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 |
| 9. | 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 |
| 10. | 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 |
| 11. | 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 • Projects Update • Staffing / HR / Recruitment | WH |



| | | | |
|------------|----------------|--|---|
| | | <ul style="list-style-type: none"> • PCC Update • The Bobby Scheme | |
| 12. | Close | Decisions log to be updated with anything from this meeting | KB |
| 13. | 10 mins | AOB <ul style="list-style-type: none"> • Meetings Discussion – Spreadsheet • PCC Inbox Process/Responses • Eastern Region IOM conference Kings House Bedford | All KB/WH SD/LL WH |

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