

No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	29.2010	21/09/10	F&CS Review	The Committee to be kept apprised of progress against the review of Finance and Corporate Services.	DofF&CS	Ongoing	This is updated within the Finance Summary Report
2	35.2010	21/09/10	Reserves	The term "distributable" to be revised to income and expenditure	DofF&CS	When producing 2010/11 Accounts	Ongoing will be produced in July 2011
3	35.2010	21/09/10	Reserves	The DfT and the Authority to discuss the proposals for the working capital reserve.	AF/DH	Before December meeting	This work has been remitted to the Finance Group
4	35.2010	21/09/10	Reserves	The detailed cash flow forecasts to be reviewed at the Finance Group to establish whether further cash is required for funding working capital.	LP/AC	Before December meeting	Complete
5	40.2010	16/12/10	F&CS Portfolio	A meeting with Mr Holden to be arranged to discuss the F&CS portfolio before Christmas as part of the new portfolio arrangements.	DofF&CS/MH	Before 25 December	In progress – This meeting was delayed owing to unforeseen circumstances
6	40.2010	16/12/10	Training	Members to advise the Authority Finance Director if they would like to complete the Treasury Management Training.	Members	1 February	Complete – No training requested as felt sufficiently trained
7	41.2010	16/12/10	Franchise Tender Information	The Authority to ensure that the DfT has up to date information on BTP charges when franchise tenders arise.	LP	Ongoing	Complete – Submission will be made in March and this process is covered in the updated governance code
8	41.2010	16/12/10	Franchise Tender Information	Mr Hibbs to take the accuracy of BTP charges in franchise tender information issue back to his colleagues and to review the DB Regio agreement in light of this.	DH	December 31	Complete

9	41.2010	16/12/10	Risk Registers	A risk to be added to the BTPA strategic register on the London Governance arrangements.	LP	ASAP	Complete added 04/01/11
10	41.2010	16/12/10	Risk Registers	The "Strategic Lead" column to be renamed to demonstrate that this was the person presenting assurance.	LP/KB	ASAP	BTPA – Complete amended 04/01/11
11	42.2010	16/12/10	Risk Registers	The Force to review the risk impact definitions.	KB	Next Meeting	Risk Committee reviewed and discussed these on 25 January and determined they should remain unchanged. An update covering this will provided in the cover paper to the Strategic Risk Report
12	43.2010	16/12/10	Management Assurance Statement	The Management Assurance Statement to come to the September and March Committee meetings for comment before submission to the DfT.	AF	Next Meeting	On agenda – added to the paper schedule
13	43.2010	16/12/10	Management Assurance Statement	The Force to review the process for following up the items that the statement noted as requiring action as part of its work to look at managing the response to audit reports.	DofF&CS	Next Meeting	It has been agreed that Management Assurance Return (MAR) responses will be scrutinised at future Risk Committee meetings.
14	47.2010	16/12/10	Scheme of delegations	Those categories where unlimited was stated it was agreed that these would be reviewed.	LP	January Authority Meeting	Complete
15	50.2010	16/12/10	L Area Governance	A report on the L Area governance arrangements to come to the Audit Committee for its March meeting with an interim measure to resolve the situation until 2013/14.	AF	Next Meeting	On agenda

16	50.2010	16/12/10	NAO Strategy	The NAO agreed to clarify the payroll risk in its report	NAO	ASAP	Complete
17	51.2010	16/12/10	Banking arrangements	The Force was encouraged to think creatively about making its money work and to consider shorter term investment options.	DofF&CS	Next Meeting	This will be included within Finance Update report
18	51.2010	16/12/10	Travel and Accommodation Bookings	The Committee to receive an update to its March meeting on progress against the recommendations.	DofF&CS	Next Meeting	This will be included within Finance Update report
19	51.2010	16/12/10	Asset Management	The Force to bring a detailed implementation plan to the March meeting.	DofF&CS	Next Meeting	On agenda

Key

DCC	Deputy Chief Constable
AF	Andrew Figgures
DH	David Hibbs
KB	Kay Black
LP	Liz Pike
TH	Teresa Hickman