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No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	02/12	25.01.12	File Review	BTP to check whether a further response should be sent to complainants on the receipt of IPCC dispensation letters.	DCU AL	16.05.12	Complete. IPCC contacted for further clarification. Determined no requirement from IPCC to do so. File note enclosed in BTPA File Inspection Folder. Inspected by Mrs Towers and available for further review.
2	02/12	25.01.12	File Review	BTP explore file on which both upheld and not upheld decisions were recorded and sent.	DCU AL	16.05.12	Complete. Clarity sought from Area regarding case and report completed on why both decision apparent and enclosed within BTPA File Inspection Folder. Inspected by Mrs Towers and available for further review.
3	04/12	25.01.12	Matters Arising	The BTP to 'user test' its standard letters.	DCU AL	16.05.12	Complete. Standard letters have been sent to identified individuals who have agreed to 'user test' them and provide feedback.
4	05/12	25.01.12	Update from the Chair	The BTP to feedback findings on corruption exposure in July.	DCU AL	16.05.12	Analysis of corruption exposure ongoing as part of strategic threat assessment. Feedback scheduled to be presented to BTPA for July.
5	06/12	25.01.12	Quarterly Report	The Chair and DSU Lawson to meet out of committee to discuss complaint data presentation.	DCU AL	16.05.12	Complete. Memorandum of understanding drafted and PSD analyst to attend PSC meeting to go through report and record feedback from committee.
6	06/12	25.01.12	Quarterly Report	BTP to include complaint incidents per 100 officers at the next meeting.	DCU AL	16.05.12	Complete. Contained within quarterly report but will be discussed at meeting as part of memorandum of understanding.
7	06/12	25.01.12	Quarterly Report	BTP to carry out a mini review of LHE complaints upheld / not upheld for LS area.	DCU AL	16.05.12	Complete. A review of locally handled complaints from LS Area has been undertaken and all are appropriate,

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8	06/12	25.01.12	Quarterly Report	On the LHE allegations upheld/not upheld table the number of cases to be included in brackets next to the percentage figure for clarity.	DCU AL	16.05.12	Complete. Report adjusted accordingly.
9	06/12	25.01.12	Quarterly Report	BTPA to write to the Home Office on the sanctions open to Police Appeals Tribunals.	LB	16.05.12	Complete
10	07/12	25.01.12	Grievance & Employment Tribunal Update	BTP to provide narrative on figures of note in future reports. BTP to identify a way of comparing information on anomalous figures using historical information and noting any particular initiatives.	KM	16.05.12	Complete. This will be reflected in the Grievance & Employment Tribunal reports presented to future meetings.
11	07/12	25.01.12	Grievance & Employment Tribunal Update	BTP to add the real number of cases to the percentage figures on average time to resolve.	KM	16.05.12	Complete. This will be reflected in the Grievance & Employment Tribunal reports presented to future meetings.
12	07/12	25.01.12	Grievance & Employment Tribunal Update	BTP to provide comparative data from other forces on at the next PSC.	KM	16.05.12	Complete. This will be included in the Grievance & Employment Tribunal reports presented to future meetings.
13	07/12	25.01.12	Grievance & Employment Tribunal Update	BTP to identify a way of comparing information on anomalous figures using historical information and noting any particular initiatives.	KM	16.05.12	Complete. This will be reflected in the Grievance & Employment Tribunal reports presented to future meetings.
14	08/12	25.01.12	Strategic Business Plans	BTP to provide a short paper on alternatives to the PSD Charter to the next meeting.	DCU AL	16.05.12	Complete. An update on the PSD Charter is included in the quarterly report.

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15	09/12	25.01.12	Executive Update	BTPA to respond to PCCS outlining the discussion with IPCC on officers conferring.	LB	16.05.12	Complete. Letter sent 02/02/12 no response received
16	10/12	25.01.12	Custody	The BTP to provide six-monthly reports on its custody facilities to the Committee. The first of these to be produced for the July meeting.	DCU AL	16.05.12	Complete. This has been put on the agenda for July and included on the schedule for July and January meetings going forwards. The report will be produced and presented by Supt Rowe.

**Key:**

DCC Deputy Chief Constable  
DCU AL Alistair Lawson  
LB Lucy Barrick  
KM Kerry McCafferty

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