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No	Ref	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	50/2011	05.12.11	Business Cycle – Future meetings	A VfM paper and Future Cost Model of BTP to be submitted in July	MN	July 2012	The first phase of this work is being carried out by the Strategy Group, once the new strategy has been agreed the Finance group will review the associated finance strategy that will support it.
2	04/2013 and 06/2013	16.01.13	BTP Quarter 3 / BTP Budget 2013/14 – Capital Programme	BTP to review the phasing of the capital programme to ensure that it is not so back end loaded.  BTP to ensure that the phasing of the 2013/14 capital programme spend is spread more evenly during the year.	MN	March 2013	Complete. The profile of capital spend is in the delegation letter. There are processes being developed to ensure that the spread is more even going forward.
3	04/2013	16.01.13	BTP Quarter 3	The Authority Finance Director and BTP to meet and review the management of the £1.6m in relation to the charging model	SH/LP	March 2013	Complete. SH/LP have agreed the management of the £1.6m in relation to the model.
4	04/2013	16.01.13	BTP Quarter 3	The Chief Executive to liaise with DfT on the possibility of funding a further cable initiative for £2m in 2013/14	AF	March 2013	Verbal update at the meeting.
5	04/2013	16.01.13	BTP Quarter 3	BTP to include the forecast establishment against budget at the next quarterly meeting	MN	March 2013	Included and will be subject to change due to the potential structural changes.
6	05/2013	16.01.13	BTPA Quarter 3	The Authority Finance Director to investigate the legal costs regarding employment advise and assess if there are any cost benefit into having such an arrangement.	LP	March 2013	Complete. BTPA are part of the same framework with BTP. For any future project work, the Chief Executive will receive a fixed priced quote prior to engagement.
7	08/2013	16.01.13	Disaster Recovery	BTP to review and update the short business case to reflect the discussion	MN	January 2013	Complete. Police Authority on 31 January approved the further work

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				at the Finance Group for submission to the Authority meeting in January 2013.			and expenditure on the DR.
8	09/2013	16.01.13	Charging Model 2013/14	The Authority Chief Executive to write to Network Rail concerning the availability of more up to date footfall information.	AF	January 2013	Complete. Network Rail have been contacted and have confirmed that a full refresh of the data will not be taking place. Network Rail have supplied BTPA with footfall information from St Pancras.
9	09/2013	16.01.13	Charging Model 2013/14	The Authority Finance Director to write to the core PSA holders charges via the Matrix model on the suitability of using QX rather than LTC	LP	March 2013	Complete. Letters have been sent out asking for the data and their views by 28 March 2013. This will not be used as a potential replacement proxy until 2014/15 at the earliest.

**Key:**

AF Andrew Figgures  
 LP Liz Pike  
 MN Mark Newton  
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