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No.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	14.10.16	Stakeholder maps	Update and merge BTP and BTPA internal/external stakeholder maps	DCC AW	31.10.16	BTPA map updated and shared with BTP. DCC and SE to meet and discuss in detail 2 nd Dec. In regular contact with BTPA CEO and others via SMT to identify any emerging risks to be addressed.
2	14.10.16	Communication timetable	Develop timetable in TORs paper to produce a comprehensive communication plan	SE AW	02.12.16	Attached at Appendix A - in progress - will be subject to further review following meeting 02.12.16
3	14.10.16	Policing Plan process letter	Letter from BTPA Chairman signalling policing plan process to stakeholders	SE	02.12.16	In progress drafted - is with Chairman for approval (needs to be updated to reflect changes to timing of charging letter communications before it goes out before 02.12.16) Proposals headlined at RDG IG special briefing for heads of security 21.11.16
4	14.10.16	Follow-up meeting RDG P&S	Arrange follow-up meeting between Group Chair and DCC and RDG P&S reps to discuss emerging feedback on current challenges	SE	31.10.16	Complete - Dyan Crowther met Andy Odell and Arthur Pretorius 21.10.16. Agreed follow-up event for 21.11.16 which was delivered.
5	14.10.16	Commissioning letter	Commissioning letter from Group Chair to Chief Constable setting out approach to develop the plans, inputs required from BTP and BTPA and timescales	DC (SE)	02.12.16	In progress drafted - to be finalised and sent following meeting 02.12.16
6	14.10.16	Briefing note - approach to date and future approach	Presentation from DCC to be developed into a short briefing note (2 sides) to include key messages on; <ul style="list-style-type: none"> - The benefits of the 20:20:10 approach to date - i.e. what it's delivered - The current threats/opportunities - i.e. the drivers for change, approach is 	DCC VP	21.11.16 for RDG P&S stakeholder event	Complete and delivered for sub-divisional policing plan meetings and informed presentation delivered to RDG IG special briefing 21.11.16

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			maturing What we now propose to do in response - 2017/18 as a year of transition to a new strategic plan 'objectives on a page'			
7	14.10.16	Internal briefings on proposed approach/process (as required)	Pre-brief(s) on above proposals for BTPA internal stakeholders and BTP internal stakeholders to be arranged (including any 1:1/group meetings)	DCC SE	Before policing plan meetings begin	Complete.
8	14.10.16	Local meeting dates	Dates for local planning meetings to be finalised	VP AA	31.10.16	Complete (apart from Scotland Division meeting) - meetings to be delivered as follows; 07.11.16 Midlands 09.11.16 UTG 15.11.16 Wales and South 17.11.16 TfL and Pennine 24.11.16 Western 2.12.16 Scotland See member briefing note on themes emerging
9	14.10.16	Content and follow up for local meetings	Briefing materials for content of, and follow-up process for, local planning meetings to be circulated to divisional and sub-divisional commanders	VP AA	31.10.16	Complete - as delivered to the above meetings.
10	14.10.16	New approach to performance reporting	New performance reporting model to be shared at next PRC meeting	VP AA	27.10.16	Complete - delivered to PRC and tested at all local meetings and RDG IG special briefing
11	14.10.16	Budget position	Agree position on budget - are we using the RPI increase assumption as the basis for plans?		10.11.16 (at full Authority meeting)	Not complete - recommendation to be considered at Finance Committee 25.11.16 (tbc) 3.8% uplift is requested by BTP (funding options to be considered if approved)
12	14.10.16	Supporting correspondence	The following correspondence to be shared with attendees	SE	02.12.16	In progress - note from Dyan circulated

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			<ul style="list-style-type: none"> - Note from Dyan re budgeting - Copy of letter from EMcV to attendees at Manchester dinner 			Letter from Manchester dinner to be attached to pack of papers for meeting 02.12.16 – see Appendix B attached.
13	14.10.16	Report back to full Authority	Note of meeting 14.10.16 and proposals on way forward to be produced and presented to the full Authority 10.11.16	SE	03.11.16	Complete
14	14.10.16	Next steps – local planning meetings	<p>Local planning meetings completed and follow-up activity completed</p> <p>Local and emerging national proposals presented to Group for review and endorsement</p>	DCC	02.12.16	In progress (will update status after pre-meet 23.11.16)

Key:**EMcV – Esther McVey Authority Chairman****DCC – Deputy Chief Constable****VP – Vanita Patel BTP Head of Performance****AA – Ashley Auger BTP Performance and Analysis Manager****SE – Sam Elvy BTPA Strategy and Performance Manager****AW – Anthony Walker BTPA Communications Manager**

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