

Agenda Item 2

No	Ref. / Para.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	56/2016	Oct '16	Controls Works	A post implementation review will be reported to the Finance Committee once ControlWorks active. The full roll out of ControlWorks scheduled to be complete by Apr 17.	SD/PC	July 2017	In progress
	17.1	21.09.2017	Matters Arising	<u>21.09.2017 Update:</u> Action: CV to assess if this work has been completed.	CV to update.		
2	02/2017	Jan'17	Crime Review	BTPA to model the impact of the Crime Review and the resource movements on the charging model and its results.	YS/AC	Jun'17	In progress
	17.2	21.09.2017	Matters Arising	<u>21.09.2017 Update:</u> Action: YS and AC to monitor progress around the options for leasing vehicles and to consider options for cash management as part of the TOM project.			During the last quarter we have focused on the MTFP. Review of lease vs buy will be done as part of the MTFP fleet review followed by review of the Authority.
3	15/2017	Mar'17	MTFP Paper	BTP to investigate option of leasing vehicles rather than purchasing them as part of the efficiency savings work that is on-going. Ally Cook is to liaise with Simon Downey and Ian Currie around the commercial options and preparing an analysis in regards to buy or leasing vehicles. <u>21.09.2017 Update:</u> Vehicle options to be considered as part of the Target Operating Model (TOM) project. BTPA Executive to monitor this work.	AC	Sept'17	Action closed Transferred to Strategy and Planning Committee, which will receive an update on TOM at its next meeting on 23 November.
4	19/2017	Mar'17	BTP Forecast outturn for Capital and Revenue	The Chief Executive and BTP to speak to the RDG concerning the communications required with the industry. <u>21.09.2017 Update:</u> CV and the DCC had met with the RDG The BTP was from April 2018 looking to implement quarterly reporting around PSA charges.	CV / PC	May'17	Action complete
5	26/2017	Jun'17	BTP Finance Reports, Item 3.3	AC to scrub out any potential provisions to ensure there are no surprising last minute adjustments so that it can be managed in-year. <u>21.09.2017 Update:</u> New Financial Accounting team reviewing all balance sheet	AC	Dec'17	No one-off provisions exist relating to 16/17 year-end which require release. The dilapidations and rent review provision assumptions are currently being reviewed for P9

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				accounts to ensure all accounts up to date, within this will be a review of provisions.			period end to reflect updated negotiations.
8	29/2017 17.3	Jun'17 21.09.2017	Portfolio Plan Matters Arising	SH requested a one-page report showing what systems are currently used and what BTP are planning to move to, in regards to the potential move to a shared service. <u>21.09.2017 Update:</u> Action: To be transferred to the Strategy and Planning Committee	SD / SE	Dec'17	Complete Action referred to Strategy and Planning Committee
9	30/2017	Jun'17	Efficiency Plan Update	Real numbers in the Efficiency Plan Update need to be checked and linked to the budget. <u>21.09.2017 Update:</u> This work complements the preparations for the DfT Efficiencies meeting in October. Update provided at Item 4.	MM	Dec'17	In Progress Work to review the in-year efficiencies is ongoing.
10	28.1	17.01.2017	Diversity and Inclusion update	Update on hate crimes against rail staff to be provided at the 2017/18 Q2 PRC meeting. <u>21.09.2017 Update:</u> To be considered as part of the thematic item for the Q2 meeting.	BB	21.11.2017	Complete Included as thematic at Agenda Item 6.
11	49.1	17.01.2017	Use of police led prosecutions	Update on BTP's use of out of court disposals to be provided to a future PRC meeting. <u>21.09.2017 Update:</u> Action to be considered for Committee workplan. Non-urgent item to, to review progress and impacts at a future date	DCC / SE		Ongoing To be retained on actions log for review and possible reporting to a future Committee meeting.
12	22.2 17.4	19.05.2017 21.09.2017	Q4 Performance Report Matters Arising	T/ACC Brogden to consider the level of freight industry input into the Policing Plan key measures. <u>21.09.2017 Update:</u> Action for the Policing Plan Working Group.	PB / SE	December 2017	Complete Action referred to Policing Plan Working Group
13	20.1	21.09.2017	Committee Terms of Reference	BTPA Executive to develop a performance measure to allow the Committee to evaluate if its effectiveness.	JN	22.05.2018	In Progress To be considered during the current performance year.

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14	71.1	21.09.2017	Quarterly Performance Review	Risks and opportunities KPI to be developed for the Finance dashboard.	JN / YS / AC	21.11.2017	Complete Slide added to dashboard
15	71.2	21.09.2017	Quarterly Performance Review	Dashboard to include details on the number of actual deployable fully trained officers and non-deployable officers, net of trainees, sickness and other factors, to give an indication of what is actually available on a daily basis compared to establishment, and details on establishment figures taking into account the numbers affected by the TOM project.	JN / SD	21.11.2017	Complete Dashboard has been updated
16	71.3	21.09.2017	Quarterly Performance Review	Executive to work with the Force to come up with a plan, with options, to bring the overspend back to budget, which assumes that the pay rises will be authorised.	YS / AC	21.11.2017	Complete
17	71.4	21.09.2017	Quarterly Performance Review	BTP to consider adding a page to the back of the dashboard outlining potential actions for the Authority.	DCC	21.11.2017	Complete Dashboard has been updated
18	71.5	21.09.2017	Quarterly Performance Review	BTP to produce an out of Committee summary paper for PDC Members on reasons for employees leaving the Force.	SD	21.11.2017	Complete Paper circulated to Members on 14.11.2017
19	71.6	21.09.2017	Quarterly Performance Review	The Executive to review the dashboard to include further PSD data, including around risk and reputation.	JN / GM	21.11.2017	Complete Dashboards reviewed in advance of the Q2 Committee meeting.
20	71.7	21.09.2017	Quarterly Performance Review	Findings of PSD corruption audit reports to be reported to the Committee.	GM		In progress Findings to be communicated to Committee once audits have taken place.
21	88.1	21.09.2017	Feedback on Committee KPIs and thematics for future Committee meetings	Technology dashboard to be added to the Quarterly Performance Review dashboards, with a focus around infrastructure and service delivery.	JN / SD	21.11.2017	Complete A technology dashboard has been added

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22	88.2	21.09.2017	Feedback on Committee KPIs and thematics for future Committee meetings	BTPA to develop a commissioning brief, so that the Force is aware of reporting requirements for future meetings.	JN	21.11.2017	Complete Commissioning brief developed to outline reporting requirements for Committee thematic items. This was used for the Equality and Diversity thematic for the quarter 2 Committee meeting.

Key:

BTP

- PC – Chief Constable
- DCC – Deputy Chief Constable
- PB – Chief Superintendent Paul Brogden
- EW – Superintendent Eddie Wylie
- GM – Superintendent Gill Murray
- SD – Director of Capability and Resources
- AC – BTP Finance Director

BTPA

- DB – Performance and Delivery Committee Chair
- CV – BTPA Chief Executive
- SE – BTPA Strategy and Performance Manager
- YS – BTPA Interim Finance Director
- JN – Analyst, BTPA