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No	Para	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	27.4	28/03/2017	Estates Strategy	The Estates Strategy to be forwarded to members	SD	ASAP	Deferred: The Estates Strategy to be circulated once the TOM has been completed and an up to date version is available.
2	34.5	28/03/2017	Efficiency	The risks of Scottish devolution to be aligned in the efficiencies table	SD	15 June 2017	Ongoing: Work on efficiency has been subsumed by the TOM which will consider the Scottish devolution impact. The risks are not sufficiently mature to align to efficiencies.
3	3.1	15/06/2017	Farewell to Anton Valk	The Interim Chairman to write to Mr Valk expressing the Authority's thanks for his service as a Member of the Authority.	MP	30 September 2017	In progress: A card will be circulated for signing at the September Authority meeting. A farewell lunch with the chair and Chief Executive is being arranged where this will be presented.
4	10.1	15/06/2017	Cyber crime	Cyber-crime to be picked up through the joint risk register at the A&RAC.	CP	7 September A&RAC	Complete: This is on the risk register
5	10.2	15/06/2017	Niche	The Chief Executive to go back to Minerva and challenge them on whether they could do the business case review without a partner. Mr Honap to help facilitate as part of his technology portfolio.	CV	Update to next meeting	Complete: The Minerva group are to complete the business case review and this will be reported to the Performance and Delivery Committee
6	10.3	15/06/2017	Estates Strategy	A timeline for presentation of the Estates Strategy to be agreed.	CV/CC	Date to have been agreed by next meeting	This has been superseded by the TOM and Strategy/MTFP work and will be reported through the Strategy and Planning Committee.
7	21.1	15/06/2017	BTPA Budget	The re-forecasted BTPA budget and options for how we set the budget in	CV	27 September	In progress: This will be presented to the Strategy and

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				future to come to the next meeting.			Planning Committee in November.
8	21.2	15/06/2017	Mobile Communications Business case	A briefing note on the mobile communications to be circulated that evening for approval with sign off anticipated for Monday 19 June.	CV	19 June 2017	Complete: Approved
9	38.1	15/06/2017	Annual report	The Annual Report to be circulated to the A&RAC and then all members with comments to be sent to the Chief Executive. A timeline to be circulated alongside the report.	CV	Submission by 19 July	Complete: Hard copies of the annual report to be posted to Members.
10	38.2	15/06/2017	Reserves	The Reserves Policy to be circulated to Members along with working capital figures.	CV	31/08/2017	In progress: This has been picked up by the Strategy and Planning Committee and is covered in item 6. The revised reserves policy will follow.
11	38.3	15/06/2017	BTP Fund Cash position	More work to be completed focused on the cash position and reason for the reduction from open to close of the accounts.	AC	31/08/2017	More sophisticated forecast developed to improve robustness of the projection of year-end (March 2018) cash balance. Will be discussed as part of MTFP item.
12	43.2	15/06/2017	Joint Risk Register	The content of the SRR was noted. Members have provided the Chair of the A&RAC with additional items to consider.	CP/AP	7 September A&RAC	Complete: The additional comments have been considered and the register updated see item 10.
13	50.1	15/06/2017	HMIC Report	The DfT, BTPA and BTP communications teams to meet to discuss the strategy for communications on the HMIC Report.	SE	ASAP	Complete: A communications pack has been developed and is available on request from Sam Elvy.
14	50.2	15/06/2017	HMIC Report	The following was requested for the September Authority meeting	RS	Next meeting	Complete: see item 13. The action plan has been issued to

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				<ul style="list-style-type: none"> • Communications plan • Summary of recommendations and action plans including where the key findings sit in the governance structure • A six-monthly dashboard capturing progress against the recommend 			DfT who are yet to publish the report.
15	58.2	15/06/2017	Scotland	The Members agreed to write formally on bullets in the grey column of the paper as a formalised negotiating brief. The draft letter to be circulated for comment prior to sending	LB	31/08/2017	Complete: A letter was issued to the DfT ahead of the Joint Programme Board. This is covered in item 9.
16	64.1 and 64.2	15/06/2017	Counter terrorism	Option 3A was approved and the next step was to have discussions with the DfT on how the additional cost would be funded and communicate with PSA holders.	CV	31/08/2017	Complete: This has been covered in the paper at item 6.
12		26/01/2016	Crime Review	One-year review to be reported to the BTPA	CC	June 2018	Not due until 2018

Key:

AC Ally Cook
 CC Paul Crowther
 SD Simon Downey
 SE Samantha Elvy
 AP Andrew Pollins
 CP Caitlin Pennington
 MP Mark Phillips
 RS Robin Smith
 CV Charlotte Vitty

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