

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.		
	4.	22.11.2017	Matters Arising	<u>21.11.2017 Update:</u> To be picked up by CV as soon as time permitted			
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	01.03.2018	Complete The impact of the Crime Review has been modelled in the provisional 2018/19 charges, which incorporates the changes from the Crime Review
	17.2	21.09.2017	Matters Arising	<u>21.09.2017 Update:</u> There was a detailed dive around the Demand Review at Agenda Item 6. Progress updates to be reported to future Committee meetings.			
	5.	22.11.2017	Matters Arising	<u>21.11.2017 Update:</u> Ongoing, to be completed by the Q3 meeting.			
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 it can be managed in-year. <u>21.09.2017 Update:</u> New Financial Accounting team reviewing all balance sheet accounts to ensure all accounts up to date, within this will be a review of provisions.	AC	Dec'17	Action closed Provisions are now reviewed every period. They will be reviewed by the Audit and Risk Assurance Committee as part of its year-end accounts review.
	6.	22.11.2017	Matters Arising	<u>21.11.2017 Update:</u> BTP planning to do a review of all provisions at Period 9, which will go into the Period 9 accounts and be submitted to the Home Office.			
6	26/2017	Jun'17	BTP Finance Reports, Item 3.1	Look into the process for debt collection and make sure that positive affirmation is received to confirm the customer receives every invoice. <u>21.09.2017 Update:</u> Debtors process now ensures additional contact to ensure invoices	AC	Dec'17	Action closed Debt information is supplied to each PDC on the dashboard.

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	7.	21.11.2017	Matters Arising	<p>have been received by customers.</p> <p><u>22.11.2017 Update</u> Invoices were being paid on the correct basis. There were a small number of over 90 days debtors currently under review. The reason for previous late payments was partly linked stakeholder staff turnover and the process for setting up purchase orders.</p>			
7	26/2017	Jun'17	BTP Finance Reports, Item 3.1	<p>AC to inform CV how much of the BTPA budget has been built into the TfL PSA.</p> <p><u>21.09.2017 Update:</u> On track for due date. This was being reviewed, for this year there would need to be a full gross budget for overground and underground including the BTPA budget.</p> <p><u>21.11.2017 Update:</u></p>	AC	Dec'17	<p>Complete</p> <p>Completed as part of the MTFP.</p>
9	30/2017	Jun'17	Efficiency Plan Update	<p>Real numbers in the Efficiency Plan Update need to be checked and linked to the budget.</p> <p><u>21.09.2017 Update:</u> This work complements the preparations for the DfT Efficiencies meeting in October. Update provided at Item 4.</p>	AC / YS	Dec'17	<p>Action closed</p> <p>Action transferred to Audit and Risk Assurance Committee.</p>
	12.1	21.11.2017	Matters Arising	<p><u>21.11.2017 Update:</u> Discussion with Mr Honap on whether efficiencies were being reinvested to be taken forward out of Committee.</p>			
11	49.1	17.01.2017	Use of police led prosecutions	<p>Update on BTP's use of out of court disposals to be provided to a future PRC meeting.</p> <p><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</p>	DCC / SE		<p>Ongoing</p> <p>To be retained on actions log for review and possible reporting to a future Committee meeting.</p>
	9.	21.11.2017	Matters Arising	<p><u>21.11.2017 Update:</u> To be retained on the actions log. There was work ongoing around</p>			

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				this area which could be presented once it was in place.			
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.
	10.	21.11.2017	Matters Arising	<u>21.11.2017 Update:</u> Action ongoing.			
20	71.7	21.09.2017	Quarterly Performance Review	Findings of reports following inspection audits by MF's and GM's Teams into certain areas of the business to be reported to the Committee.	DCC		Complete Following discussions by the BTPA Executive, this action has been transferred to the Audit and Risk Assurance Committee.
	11.	22.11.2017	Matters Arising	<u>22.11.2017 Update:</u> Plans were in place for the audits to be conducted and that findings would be reported as they became available.			
21	49.1	22.11.2017	Quarterly Performance Review	Further discussions around critical incidents, with respect to the underspend and employee welfare, to take place out of Committee between Mr Downey and the BTPA Chief Executive.	SD / CV	01.03.2018	In Progress Update to be provided in the meeting
22	49.2	22.11.2017	Quarterly Performance Review	More detailed figures on employee leavers, to show the reasons for leaving, to be included in future dashboards.	SD / JN	01.03.2018	Complete Dashboard reviewed and updated to include top reasons for leaving
23	49.3	22.11.2017	Quarterly Performance Review	Each section of future dashboards to include a slide on risks, opportunities and planned actions, along the lines of the Finance section of the dashboard, to add context and assist in focussing conversations.	DCC / JN	01.03.2018	Complete Dashboard reviewed and updated to include top reasons for leaving
24	49.4	22.11.2017	Quarterly Performance Review	A report being produced by the Force on officers being abstracted from the frontline to be summarised and circulated to Members out of Committee. (Para. 34 of minutes)	SD	TBC.	In Progress Update to be provided for meeting
25	58.1	22.11.2017	2016/17 Provisional wash-up	BTPA Lead Members to be invited to meetings between the BTPA Executive and PSA holders for their geographic areas.	AR / CV		Complete The Executive will look to involve Members in stakeholder meetings in future.

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26	67.1	22.11.2017	Cross-cutting Equality and Diversity thematic – focus on people and development and operational matters	Thematic on Equality and Inclusion to be provided to the quarter 3 Performance and Delivery Committee meeting and to a future Strategy and Planning Committee meeting. BTP and BTPA to consider the content of the thematic for both Committees. Thematic to include data on: <ul style="list-style-type: none"> • Gender and ethnicity representation by rank; • Workforce representation at a Divisional level benchmarked against local or regional level statistics; • Independent Advisory Groups; • Where there are any current gaps in the data. 	DCC / BB	01.03.2018	Complete Committee work-plan and Q3 meeting Agenda reviewed. Future cross-cutting thematics to be taken forward out of Committee due to lack of time in meeting.
27	70.1	22.11.2017	Feedback on Committee KPIs and thematics	Position paper to include more details around the other, non-Finance, sections of the dashboard.	JN	01.03.2018	Complete Position Paper reviewed and more detailed reporting included.
28	70.2	22.11.2017	Feedback on Committee KPIs and thematics	Meeting papers to include, at the start, a statement on why the paper is provided and any expectations or decisions for Members.	JN	01.03.2018	Complete
29	70.3	22.11.2017	Feedback on Committee KPIs and thematics	Meeting agenda to be reviewed as there is not sufficient time to cover all required topics.	JN	01.03.2018	Complete Further to Action 26, the Agenda has been reviewed, the timings have been updated and the thematic has been removed from the Agenda.

Key:

<p>BTP</p> <ul style="list-style-type: none"> • PC – Chief Constable • DCC – Deputy Chief Constable • PB – Chief Superintendent Paul Brogden • EW – Superintendent Eddie Wylie 	<ul style="list-style-type: none"> • GM – Superintendent Gill Murray • SD – Director of Capability and Resources • AC – BTP Finance Director • MF – Head of Strategy and Performance • BB – Diversity and Inclusion Manager 	<p>BTPA</p> <ul style="list-style-type: none"> • CV – BTPA Chief Executive • SE – BTPA Strategy and Performance Manager • YS – BTPA Interim Finance Director • JN – Analyst • AR – Analyst
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