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/CV	22.05.2018	**Report received - Complete** Circulated to Members with Committee papers.
	17.1	21.09.2017	Matters Arising	21.09.2017 Update: Action: CV to assess if this work has been completed.			
	4.	22.11.2017	Matters Arising	21.11.2017 Update: To be picked up by CV as soon as time permitted			
	4.	01.03.2018	Matters Arising	01.03.2018 Update: There has been an internal review of Niche and ISP, and a Minerva report produced. SD to assist CV with locating the reports, which will be circulated to Members out of Committee prior to the next meeting.			
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.	CV	22.05.2018	**In Progress** The Board Effectiveness Reviews will take place following the Q4 round of Committee meetings.
	10.	21.11.2017	Matters Arising	21.11.2017 Update: Action ongoing.			
	4.	01.03.2018	Matters Arising	01.03.2018 Update: Board Effectiveness Reviews are part of the Authority's business cycle. Review meetings will take place with each Committee Chair following the Q3 round of Committee meetings. It was agreed to retain this action and report back on any updates.			
30	50.1	01.03.2018	Quarterly Performance Review	Dashboard to be updated to include consistent commentary for each section, framed around providing a description of what the exceptions are, the context around the exceptions and the Force response; details of stakeholder feedback; and consider the inclusion of data forecasts to year-end.	JN / DCC	22.05.2018	**In progress** Dashboards reviewed and updated. Further discussion about presentation of future dashboards to take place in the Quarter 4 meeting.

No	Ref. / Para.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
				Also: • For the Policing Plan dashboard or commentary, explore including data or commentary around crime outcomes, response times for disruption related incidents and fatality handback times. • The People and Development dashboard to track employee engagement following the BTP staff survey; include actuals as well as percentages for the Leavers by Reason chart; and the lowest table under Sickness & Sickness Management to show percentages as well as actuals. Also, explore data around officer deployment, based on figures such as rest day cancellations, overtime and abstractions. • Technology dashboard to be developed so that it is more focussed around organisational level risks and impacts, and feedback around the end users' perceptions of the Force's technology. BTP to consider possible technology related performance indicators, including around the investment in new technology to make the Force more agile and mobile.			
31	50,2	01.03.2018	Quarterly Performance Review	ACC Smith to circulate to Members out of Committee a report on the types of messages received to the 61016 text message service.	ACC RS	22.05.2018	**Report received - Complete** Circulated to Members with Committee papers
32	50.3	01.03.2018	Quarterly Performance Review	BTP to report back on options for metrics from the BTP staff survey, including around employee engagement, which could be tracked in the dashboards.	SD	22.05.2018	**Report received – Complete** Circulated to Members with Committee papers
33	50.4	01.03.2018	Quarterly Performance Review	A short note on the Force's UPP and ill-health dismissal processes to be circulated to Members out of Committee.	SD	27.07.2018	**Report received - In Progress**

No	Ref. / Para.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
							A report was received and circulated to Members. However, follow-up questions have been submitted. It has been requested that an updated report be submitted for the 27 July Committee meeting.
34	55.1	01.03.2018	Move to Quarterly Reporting of Industry Charges	A note on the move to the quarterly charging process, including pros and cons, to be circulated to Members out of Committee.	AR	22.05.2018	**Report received - Complete** Circulated to Members with Committee papers
35	58.1	01.03.2018	Any Other Business	Mr Downey to speak through the results of the BTP staff survey with Ms Thomas prior to the full Authority meeting on 22 March.	SD	22.05.2018	**Complete**
36	60.1	01.03.2018	Any risks highlighted in meeting to be communicated to the ARAC	The risks around the move to the quarterly reporting of PSA charges to be noted for the Audit and Risk Assurance Committee (ARAC).	JN	22.05.2018	**Complete** Action communicated to BTPA Executive Committee lead

Key:

BTP
- DCC – Deputy Chief Constable
- ACC RS – Assistant Chief Constable Robin Smith
- SD – Director of Capability and Resources

BTPA
- CV – BTPA Chief Executive
- JN – Analyst
- AR – Analyst