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No	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	28/03/2017	Estates Strategy	The Estates Strategy to be forwarded to members	SD	Strategy and Planning Committee - 24 May 2018	Closed. To be produced as next steps as part of the strategy sign off. This is to be referred to the next Strategy and Planning Committee.
2	28/03/2017	Efficiency	The risks of Scottish devolution to be aligned in the efficiencies table	SD		Closed. Devolution taken into account within the MTFP.
3	27/09/2017	Scotland and cost allocation	BTPA executive team to prepare and issue a consultation letter to affected PSA holders before the next Authority meeting.	CE	Authority Meeting -27 September 2018	On hold. On pause due to pending Ernest & Young 're-plan exercise'.
4	27/09/2017	TOM	A one pager on the IT investment required to deliver TOM to be circulated.	DCC	Strategy and Planning Committee - 24 May 2018	Ongoing. An early draft shared with the Strategy and Planning Committee on 9 March. A final draft to be submitted to the next committee.
5	27/09/2017	MTFP	Discussion to take place with the DfT to clarify the position in respect of them being lender of last resort with an undertaking on how quickly any contingency could be transferred.	CV	Authority Meeting – 22 March 2018	Complete. Referred to within the Chief Executive's update.
6	27/09/2017	Staff Survey/Strategy	Evidence of the staff survey results having been considered as an input to the Strategy to be provided to the S&PC.	CC	Authority Meeting – 22 March 2018	Complete. See agenda item 2.
7	27/09/2017	Multi-Force Shared Service	The move to a full business case was approved. The full business case to cover: <ul style="list-style-type: none"> assurance on integration with other IT projects, a risk analysis for potential behavioural issues and assurance that the self-service was for the benefit of employees. 	SD	TBC	Ongoing. Work continues to develop the transactional services concept. MFSS, a police collaboration, has undergone significant expansion over the last 12 months and is resetting its governance prior to on-boarding new members. The implications of this to the timeline are being worked up.

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8	26/01/2016	Crime Review	One-year review to be reported to the BTPA	CC	Authority Meeting – 14 June 2018	Ongoing. To be presented at the next Authority meeting.
9	13/12/2017	TOM	BTP to provide members with clarification of which of the proposals arising from TOM relate to efficiencies compared with cuts in services.	SD	Authority Meeting 22 March 2018	Complete. This was reviewed by Strategy & Planning Committee on 9 March 2018. Briefing note is attached to matters arising as appendix A for consideration of the Authority.
10	13/12/2017	Total charging envelope for PSA holders	A Reserves & Treasury Policy is brought to Audit & Risk Assurance Committee.	CV		Closed. This action now sits with the Audit and Risk Committee.

Key:

CC Paul Crowther
 CE Charlotte Vitty
 DCC Adrian Hanstock
 SD Simon Downey

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