

Part 1. Finance Committee

No	Ref	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.	SD/PC	July 2017	The full roll out of Control works is scheduled to be complete by April 2017.
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.	BTPA FD /AC	Jun'17	In progress Crime Review and Demand Review impacts are being assessed by BTPA Executive.
3	15/2017	Mar'17	MTFP Paper	BTP to investigate the 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.	AC	Sept'17	BTP uses nearly 600 vehicles to support its current operating model. The Target Operating model has made comment that outright purchase is less costly than leasing, but leasing does release the pressure on Capital. Alternative model is that of utilising a shared service provision and paying for the service. Meeting arranged with Chiltern Transport Consortium (TVP lead) to explore potential and financial benefits. Paper will then be produced with costed options, benefits etc.
4	15/2017	Mar'17	MTFP Paper	BTP to review all potential options for alternative funding for CT activities.	PC / AC	May'17	Action Closed Future funding is included in the MTFP paper that will go to the Strategy committee on 19

Agenda Item 2

							September 2017
5	17/2017	Mar'17	Gross Overground and Underground budget	To circulate out of committee the agreed 2017/18 budgeted position.	BTPA FD	May'17	Action Closed
6	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.	CV / PC	May'17	Verbal update to be provided
7	26/2017	Jun'17	BTP Finance Reports, Item 3.3	AC to scrub out any potential provisions to ensure that there are no surprising last minute adjustments so that it can be managed in-year.	AC	Dec'17	In progress New Financial Accounting team reviewing all balance sheet accounts to ensure all accounts up to date- within this will be a review of provisions.
8	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. Need a high level meeting to let them know late payments are not acceptable and to design an appropriate threshold at which point it gets escalated.	AC	Dec'17	In progress Debtors process now ensures additional contact to ensure invoices have been received by customers. improved on timeliness of invoice payment for those invoices they are not disputing.
9	26/2017	Jun'17	BTP Finance Reports, Item 3.1	AC to inform CV how much of the BTPA budget has been built into the TfL PSA.	AC	Dec'17	In progress On track for due date.
10	29/2017	Jun'17	Portfolio Plan	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.	SD	Dec'17	In progress On track for due date.
11	29/2017	Jun'17	Portfolio Plan	CV to speak to Mark about how he would like to handle the CT business case to get things moving forward.	CV	Dec'17	Action Closed Future funding is included in the MTFP paper that will go to the Strategy committee on Tuesday
12	30/2017	Jun'17	Efficiency Plan Update	Real numbers in the Efficiency Plan Update need to be checked and linked to the budget.	MM	Dec'17	In progress

								This work complements the preparations for the DfT Efficiencies meeting in October.
--	--	--	--	--	--	--	--	---

Part 2. Performance Review Committee

No.	Para	Date	Topic	Action/Paper	Owner	Due Date	Outcome
22	21.3	17.01.2017	04/2017 Q3 Performance Report (including BTP Dashboard)	BTPA Executive to review the BTP operational risk register to ensure that the PRC work plan is aligned.	SE	19.05.2017	Action Closed New workplan for developed for Performance and Delivery Committee aligned with BTPA Corporate Governance Code
23	28.1	17.01.2017	05/2017 Diversity and Inclusion update	Update on hate crimes against rail staff to be provided at the 2017/18 Q2 PRC meeting.	BB	21.11.2017	In Progress To be considered as part of the thematic item for the Q2 meeting.
24	41.1	17.01.2017	06/2017 Update on matters emerging from annual audit plan 2016 – Timeliness of crime recording on Niche	A review into the implementation of Niche to be completed for the Audit Committee, before going to the full Authority. Review to include details on cost, business benefits, any long term impacts resulting from a short term decision to spend less, risks identified and how they were mitigated, and lessons learned for future projects.	CV		Action closed Action forwarded for the attention of the Authority's Audit and Risk Assurance Committee.
25	41.2	17.01.2017	06/2017 Update on matters emerging from annual audit plan 2016 – Timeliness of crime recording on Niche	BTPA Interim Chief Executive and Superintendent Jones to continue discussions around the impact on the Cost Apportionment Model from the removal of non-notifiable non-entity based offences from Niche and the criming of these offences on ControlWorks.	SJ / CV		Action closed Discussions ongoing between BTPA Charging Manager and Sup't Jones. To be taken forward out of Committee meeting.
26	49.1	17.01.2017	07/2017 Use of police led	Update on BTP's use of out of court disposals to be provided to a future PRC meeting.	DCC / SE	21.11.2017	In Progress

Agenda Item 2

			prosecutions				Action to be considered for Committee workplan
27	52.1	17.01.2017	08/2017 Scoping discussion for thematic reports at meeting 4: SPR themes: Civil emergencies – Serious and organised crime – BTP profile and response	Thematic on BTP's approach to civil emergencies to be provided at the Q4 PRC meeting. An update around serious and organised crime to be included in the performance report.	DCC	19.05.2017	Action closed Serious and organised crime update provided to Q4 PRC meeting. Civil contingencies allocated to lead Authority Member, as part of the Member Thematic Portfolio Allocations, who will report to BTPA Executive on any matters arising.
30	22.2	19.05.2017	14/2017 Q4 Performance Report (including BTP Dashboard)	T/ACC Brogden to consider the level of freight industry input into the Policing Plan key measures.	PB	December 2017	Ongoing Can be considered as part of the next freight working in December, also as part Policing Plan Working Group activities for 2018/19.
31	22.3	19.05.2017	14/2017 Q4 Performance Report (including BTP Dashboard)	Towards the end of 2017, the monitoring of D Division operational performance to be included in the work of the Scotland Project Board.	DCC / LB		Action closed BTPA Senior Scotland Project Manager to take forward in Scotland Project Board.
32	32.1	19.05.2017	15/2017 Night-time economy – Demand on BTP and response	BTP to consider lessons learned from the use of SLAs by some Home Office forces for responding to shoplifting offences at shopping centres and whether this approach could be considered for some railway station locations.	DCC	21.11.2017	In progress
33	32.2	19.05.2017	15/2017 Night-time economy – Demand on BTP and response	Superintendent Wylie to lead on a piece of work looking at how BTP could work with local partner forces in a joint exercise around how to respond to the demands from licensed premises in and around railway stations such as Leeds. The PRC Chair to also take an interest in this work.	EW	21.11.2017	In progress

Part 3. People and Standards Committee

No.	Para	Date	Topic	Action/Paper	Owner	Due Date	Outcome
	12-13	27.04.2017	12/2017 PSD Quarterly Update	<p>A point was raised that there remain relevant issues when passengers are unable to buy a valid ticket on departure due to faulty machines or similar issues. It was commented that the policing and handling of passengers without valid tickets in instances like this is troublesome and can have adverse effects on the BTP, rail companies and passengers alike.</p> <p>This was noted and it was agreed that this issue would be flagged for discussion with the Rail Delivery Group.</p>	DCC	21.11.2017	<p>In progress</p> <p>To be raised by BTP at the next RDG P&S IG meeting.</p>

Key:

<p><u>BTP</u></p> <ul style="list-style-type: none"> • PC – Chief Constable • DCC – Deputy Chief Constable • PB – T/Assistant Chief Constable Paul Brogden • SJ – Superintendent Simon Jones • EW – Superintendent Eddie Wylie 	<ul style="list-style-type: none"> • SD – Simon Downey, Director of Capability and Resources • AC – Ally Cook, BTP Finance Director • BW – Becky Williams, Interim Deputy Director of Decision Support • BB – Barry Boffy, BTP Diversity and Inclusion Manager • MM – Melissa Morton, BTP 	<p><u>BTPA</u></p> <ul style="list-style-type: none"> • DB – Dominic Booth, Finance Committee Chair • CV – BTPA Chief Executive • SE – Sam Elvy, BTPA Strategy and Performance Manager • LB – Leigh Bura, BTPA Scotland Project Manager • BTPA FD – Yifat Steuer BTPA
---	--	--