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## Item 3 Matters arising

No.	Para	Date	Topic	Action/Paper	Owner	Due Date	Outcome
17	26.0	09.03.18	Business Case process	BTP to liaise with BTPA lead on business case approvals to establish requirements of Department for Transport and Cabinet Office in addition to internal business case approval process	SD/VT	Post 22.03.18	Complete.
21	13.0	06.09.18	Strategic Plan	Position agreed on the strategy framework, further narrative to be added which should include a glossary of terms and Q&A (to be circulated before strategy launch) to aid communication.	DCC/SD	Ahead of launch event 23.07.18	Complete - document updated and supporting fact sheet circulated at launch event.
22	13.0	06.09.18	Strategic Plan	Consideration to be given on how delivery is monitored - noting dashboard is in development.  Interpretation of RAG grading status to be described and included on strategy delivery plan.	SD/MF	06.09.18	Complete.

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23	13.0	06.09.18	Strategy implementation - services of delivery partner	Committee to understand risk of delivery partner and impact to MTFP challenge to Force going into year 2.	SD/GK	06.09.18	<p>The delivery partner procurement strategy was sent to DfT for approval on 11.07.18 following an extended period of engagement between the BTPA executive team and project leads.</p> <p>The Invitation to Tender was issued on 24.08.18. The schedule means that it is realistic to expect a delivery partner to commence work in November (subject to DfT, Cabinet Office and BTPA contract approval).</p> <p>Delivery of BTP2021 was contingent on the provision of support to the in-house team from an external provider. The risk is that programmes and projects are not resourced or adequately skilled to deliver across the portfolio placing the efficiency target at risk. An update on specific risks identified will be provided in the meeting.</p>
24	16.0	06.09.18	Strategy implementation - communication	Dyan Crowther to send Sam Elvy HS1 core message template for reference.	DC	Post 24.05.18	Complete

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No.	Para	Date	Topic	Action/Paper	Owner	Due Date	Outcome
25	19.0	06.09.18	Equality and Diversity Inclusion Strategy	Delay sign off of Equality Diversity & Inclusion Strategy until new Head of People & Culture has started in order that they can provide their feedback. Head of People & Culture to be invited to next Committee to give an overview of strategy.	RE	06.09.18	Rachael Etebar commenced in post on 13.08.18 and is undertaking a review of the EDI strategy and will report back to the next Committee on 27.11.18.
26	22.0	06.09.18	Business case management	BTPA to work in liaison with BTP to develop a business case protocol recognising changes of delegated authority. Proposal to be submitted for approval at next meeting.	SE/SD	06.09.18	Complete presented at item 6 for review and discussion.
27	28.0	06.09.18	National Network Service (NNS)	Business case approved however when taken to the full Authority meeting further work is required to get down to the MTFP figure. Also to look to close the funding gap and get back on to MTFP, and to consider contingency	SW	25.06.18	Complete. Work to close the gap to MTFP is ongoing and will be monitored by the Performance and Delivery Committee.
28	30.0	06.09.18	Committee work plan	Business case register to be added to the reporting pack for each meeting from September 2018	SE/SD	06.09.18 then ongoing	Complete presented as Appendix B to Item 6.
29	42.0	06.09.18	Committee work plan	Review of contract register to be added to the work plan of the Committee - to be tabled at alternate meetings	TM	06.09.18 then alternate meetings ongoing	Complete presented at item 10 on this agenda.

## Key:

- DC - Dyan Crowther Committee Chair
- CC - Chief Constable
- DCC - Deputy Chief Constable
- SE - Sam Elvy BTPA Head of Strategy, Planning and Stakeholder Engagement
- AP - Andrew Pollins Authority Member

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- **CV - Charlotte Vitty - BTPA Chief Executive**
- **SD - Simon Downey - Director of Strategy and Change, BTP**
- **VT - Vicky Tanner BTPA**
- **RE - Rachel Etebar - Director of People and Culture, BTP**
- **SW - Sarah Winmill - Head of IT, BTP**
- **TM - Tracey Martin - Director of Finance and Commercial Services, BTP**

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