

Agenda Item 2

No.	Para.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
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.	SC	22.05.2018	<b>In Progress</b>  Board Effectiveness Reviews will take place in advance of the 19 March 2019 full Authority meeting.
37	15.1	22.05.2018  13.09.2018	Matters Arising  Matters Arising	BTP to produce a follow-up report on progress made since the Minerva review into BTP's implementation of Niche and ControlWorks. The Committee minutes to inform a written design brief for the report. Once drafted by the Executive, the brief will be finalised by the Force and Executive working together. An interim report to be produced for the next Committee on 4 July 2018, with the full report for the following meeting on 13 September 2018.  <i>*July meeting cancelled. Next meeting is 13.09.2018.</i>  <u>13.09.2018 Update</u> Report received, but will go to the Q2 P&DC Meeting, on 22 November 2018, in order to allow time on the Agenda for discussion.	DCC	13.09.2018	<b>Update:</b>  A paper was submitted ahead of the September 2018 Committee, which was 'virtual'. The November 2018 Committee was then merged with S&PC.  Following a discussion with the BTPA Chief Executive on 20.02.19, the Chief Constable will re-circulate the paper ahead of the P&DC Q3 Committee, where it is listed for noting.
39	57.1	22.05.2018  13.09.2018	Quarterly Performance Review  Matters Arising	A note to be circulated out of Committee between meetings, on the Force's work with the rail industry around staff assaults, including details of timescales and deadlines.  <u>13.09.2018 Update</u> Data is being collated to break down the impact of staff assaults. A note will be circulated out of committee on progress made by the Workplace Violence Unit.	DCC	13.09.2018	<b>Complete.</b>  ACC Doyle has endorsed a summary note to be shared with P&DC Members, as an appendix to this actions document.
40	57.2	22.05.2018  13.09.2018	Quarterly Performance Review  Matters Arising	The DCC to discuss trespass related lost minutes data with SE.  <u>13.09.2018 Update</u> BTP is developing a set of performance products on	DCC / SE	13.09.2018	<b>Complete.</b>

No.	Para.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
				trespass to highlight improvements at critical locations as well as describe how they have responded to fatalities and disruptive events. This will be shared with P&DC once a draft product is available.			
43	57.5	22.05.2018  13.09.2018	Quarterly Performance Review  Matters Arising	Mr Cook to update Mr Honap on the work between the Finance and IT Departments to reconcile BTP's non-tangible IT related assets.  <u>13.09.2018 Update</u> A telephone call has been arranged for the BTP Director of Finance and Commercial Services to brief Shrin Honap on the work undertaken as part of the year end exercise to reconcile IT related assets	TM	13.09.2018	<b>Complete.</b>  Call between Shrin Honap and Tracey Martin took place on 3 September 2018.
44	57.6	22.05.2018  13.09.2018	Quarterly Performance Review  Matters Arising	Deep-dive review to be conducted to see whether complaints and conduct performance has improved in locations where investment has been made, for example around body-worn cameras.  <u>13.09.2018 Update</u> There is no automatic way to objectively measure and monitor BWV usage rates.	GM	13.09.2018	<b>Closed:</b>  It is not proportionate to link BWV usage with complaints data. Due to the vast geographical spread and low numbers involved, such a study would require many years to yield a statistically significant result.
47	57.9	22.05.2018  13.09.2018	Quarterly Performance Review  Matters Arising	Briefing to the 13 September Committee meeting on the August upgrade to ControlWorks and the new services made available.  <u>13.09.2018 Update</u> The DCC will provide an update to the Committee on 13.09.18	DCC	13.09.2018	<b>Complete.</b>  ControlWorks was successfully upgraded from version 5 to version 9, overnight on the 12/13 February 2019.  The DCC to provide a verbal update in the meeting.

No.	Para.	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	5.2	13.09.2018	Determination of Wash-up charges	A reminder to be communicated to Members around the decision to spread the project revenue costs over 6.5 years, rather than the year incurred, which was agreed at a previous Finance Committee meeting.	SM	22.11.2018	<b>Complete.</b>
2	17.0	06.09.18	Strategic dashboard	Action from 06.09.18 Strategy and Planning Committee:  Performance Committee to review proposed key metrics against which progress would be tracked.	DB / SM	22.11.2018	<b>In progress.</b>  A review of the P&DC performance reporting and metrics to be undertaken following the 28.02.19 meeting.
3	17.0	06.09.18	Strategic dashboard	Action from 06.09.18 Strategy and Planning Committee:  Deep-dives to be requested periodically via Performance Committee and/or Strategy Committee	DC / DB	22.11.2018	<b>Closed.</b>  Committee leads advised ahead of November Committee meetings

**Key:**BTP

- DCC - Deputy Chief Constable
- GM - Head of Professional Standards
- TM - Finance Director
- SD - Director of Capability and Resources

BTPA

- SC - BTPA Head of Governance and Compliance
- SE - Head of Strategy and Planning
- SM - Chief Financial Officer