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No	Date	Topic	Action/Paper	Owner	Due Date	Outcome
1	27/09/2017	Scotland and cost allocation	BTPA executive team to prepare and issue a consultation letter to affected PSA holders.	LB	TBC	<b>On hold.</b> On pause due to pending reassessment of options by Ministers.
2	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"> <li>• assurance on integration with other IT projects,</li> <li>• a risk analysis for potential behavioural issues and</li> <li>• assurance that the self-service was for the benefit of employees.</li> </ul>	SD	TBC	<b>On hold.</b> Scoping meetings being held with Shared Service suppliers and with MPS regarding lessons learned from Shared Service Implementation. RE and TM appointed as joint SROs and will bring forward a business case in Spring 2019.
3	22/03/2018	External Delivery Partner	The Authority has offered assistance in reviewing the draft invitation to tender (ITT) and subsequent bids. Information to be shared by the Force at the appropriate juncture.	SD	11/12/18	<b>Complete.</b> Both the Authority and Executive team have participated in the evaluation process.
4	27/09/2018	Efficiencies	A discounted cash flow (DCF) to be produced for consideration at the subsequent Strategy and Planning Committee.	TM	11/12/18	Included as part of the 3CI business case. See agenda item ii.
5	27/09/2018	Estates/BTP 2021	To consider and present 'option 5' which would incorporate the Shared Service concept previously outlined in the TOM.	SD	11/12/18	Shared service concept applies to all options, rather than a standalone option To be included as part of the 3CI business case. See agenda item ii.
6	27/09/2018	Staff redundancies	Net timeline on staff redundancies to be produced for consideration at Strategy and Planning Committee	RE	28/11/18	<b>Complete.</b> A timeline setting out workforce projections was included within the 'Delivering the Strategy' presentation submitted to the Extraordinary Committee.

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7	27/09/2018	External delivery Partner	Written update to the members re-stating the work expected from the delivery partner on appointment.	SD	11/12/18	Included as part of the delivery partner full business case. See agenda item 6.2.1.
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**Key:**

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SD	Simon Downey	TM	Tracey Martin

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