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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.	IP	TBC	On hold. On pause due to pending reassessment of options by Ministers.
2	11/12/2018	Shared Services	<i>The authority previously approved the move to a full business case for MFSS in late 2017, following which a number of developments have arisen.</i> A business case on shared services to be submitted to the Authority based on current requirements.	RE/TM	TBC	On hold. 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	11/12/2018	Efficiency programme timetable	The efficiency programme timetable to be included as a standing agenda item for future Authority meetings.	SC	19/03/19	See agenda item i in private session
4	11/12/2018	Chief Executive's observations	A meeting to be set up to explore and progress the Chief Executive's initial findings. An agenda is to be circulated in advance.	IP	TBC	Meeting to be rescheduled following original date on 5 March 2019 having been postponed.
5	11/12/2018	Delivery of the Strategy	A themed area of the strategy to be included within future Authority meeting agendas.	SC	19/03/19	Incomplete. Themed area to be agreed for the Authority meeting in May.
6	11/12/2018	Stakeholder Gold Group exercise	BTP to consider sharing the findings, recommendations and proposed actions of the Stakeholder Gold Group exercise with RDG.	DCC	19/03/19	Complete. The full report was shared with RDG on 6 March 2019.
7	11/12/2018	Strategic Risk Register	The BTPA Executive to arrange a workshop with Members early on in the New Year to progress the discussions on strategic risks.	SM	19/03/19	Complete. Authority Strategic Risk Workshop scheduled for 19 March 2019.

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8	11/12/2018	CEO Recruitment	The BTPA to circulate the draft CEO recruitment brief for comments prior to advertisement.	SC	19/03/19	Complete. Circulated on 12 December 2018.
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Key:

- SC Stephanie Calvert
- RE Rachael Etebar
- DCC Adrian Hanstock
- TM Tracey Martin
- SM Sarah McGarel
- IP Ian Pigden-Bennett