

## Board Development Session May 2019 - Action Tracker

No	Date	Topic	Action/Paper	Owner	Status	Outcome
1	22/05/19	Communication	The Chief Executive to send a monthly report to Members updating them on relevant matters.	HI	Complete	<b>Formalised communications from the CEO have been introduced. The requirement to work remotely/virtually and recent introduction of a serial system has led to an increase in the amount of information being shared by the Executive. The frequency and correct approach towards communication is subject to continuous review.</b>
2	22/05/19	Communication	A 'WhatsApp' or similar group to be implemented to alert Members to items of interest in Fluix, enabling a quick and concise communication channel between Members for updates between meetings.	HI	Complete	<b>This has recently been set up to enable Members to communicate more informally in between meetings.</b>
3	22/05/19	Communication	Committee chairs to have regular communication to share issues.	HofG&C	In progress	<b>The first</b> Chairs' meeting took place on 25 September. It was intended that there would be a further meeting of a similar nature in Cardiff the evening before the March Authority meeting, but this had to be vacated due to COVID-19.
4	22/05/19	Communication	Each committee to review its effectiveness and consider amendments to its terms of	HofG&C	In progress	An agenda item to facilitate this has been

			reference at its Q4 or, where it does not meet quarterly, May/June meeting. The outcomes to be discussed at a Chair's meeting and any resulting changes to the Code of Governance proposed the full Authority.			introduced and <b>continues to be developed through the concept of a</b> meeting reviewer. At the time of writing Q4 meetings are yet to be held.
5	22/05/19	Future board development	A dinner to be arranged in Birmingham the night before the Stakeholder Workshop for Members, COG and the CEO.	RC	Outstanding	<b>A dinner took place in September but was instead developed into an opportunity for senior industry partners to discuss current issues in an AGM-style event. The intention to create an opportunity to explore joint working with BTP remains.</b>
6	22/05/19	Future board development	The Head of Governance and Compliance to review the business cycle and identify further opportunities for informal sessions in the year, whilst keeping any additional time commitment to a minimum.	HofG&C	In progress	<b>A joint informal session with BTP BTP took place on 17 December. The intention is for these types of meetings to continue.</b>
7	22/05/19	Future board development	Two board development sessions to become part of the annual business cycle to ensure focus is retained. BTP to be involved in future sessions.	HofG&C	In progress	<b>A second board development session was initially intended to take in December as an extension to the Authority meeting, but this was not achievable due to time constraints. The 'reviewing the year' session on 17 December was substituted but did not focus on board development.</b>

8	22/05/19	BTP	Greater engagement with the Chief Constable (CC) ahead of committee meetings. This to take the form of meetings/calls with the Chair/Committee chairs and CC the day before meetings to ensure a no surprises approach.	RC	Complete	<b>Chief and Chairs meetings were re-instigated following a pause. Both the CEO and Chair have regular meetings with the CC. All of which create opportunities to discuss key issues ahead of committees/Authority. There has also been some 1-1 engagement with committee Chairs.</b>
9	22/05/19	BTP	Members to have more time with the COG team through pre-committee meetings and portfolio work.	RC	Complete	The Chair routinely meets with the COG as a group. Ah hoc meetings with Members take place in addition.
10	22/05/19	BTP	Set clear expectations for BTP as to what the Authority are expecting and remove ambiguity.	HofG&C	Complete	In accordance with the policy agreed at the Authority meeting in March, the Executive is now providing formal commissioning notes along with agendas.
11	22/05/19	Environment	The Executive to carefully consider the environment for future committee meetings, ensuring that it is professional (i.e. sufficient seating, space for coat/bags and to move around the table).	RC	Complete	<b>This has been reflected upon and provisions have been put in place to address this through greater use of FHQ and other meeting space away from the Forum when accommodating a large number of attendees. This remains a consideration as</b>

						<b>part of Executive's future estate plan.</b>
12	22/05/19	Environment	The Executive to ensure that topics (such as risk and strategy) are discussed in environments that facilitate the best quality discussion and not just around the board table.	RC	Complete	As above
13	22/05/19	Stakeholder Engagement	<b>A greater focus on engagement with funders is required with the aim being to understand where we need to improve, joint priorities, and communication requirements and to provide legitimacy.</b>	SE	Complete	<b>A</b> stakeholder engagement plan has been implemented. The stakeholder workshop in September progressed this action. A further session with Transport for Wales partners was intended to take place in March but had to be vacated due to COVID-19. It is hoped that this will resume in September.
14	22/05/19	Strategy delivery	<b>Ensure there are processes in place to assess effective delivery of the current plan to deliver the Strategy (i.e. benefits realisation and transformative impact).</b>	SM/JN	In progress	<b>This</b> is done in part through the Performance and Delivery Committee, but this is subject to review.
15	22/05/19	VfM	<b>Engage with BTP on how they manage their suppliers to help ensure they are achieving the best value for money - best practice approach.</b>	LM	Outstanding	To be progressed.

**Key**

**HI**            **Hugh Ind**

**SM**            **Sarah McGarel**

**SE**            **Sam Elvy**  
**RC**            **Raquel Cortes**  
**JN**            **Jon Newton**  
**LM**            **Lynsey Marshall**  
**HofG&C**      **Lucy Yasin/Stephanie Calvert (Head of Governance and Compliance)**