

| Group | Item     | Date       | Issue  | Action  | Owner | Due    | Status  | Comment                                      |
|-------|----------|------------|--|---|-------|--------|---------|--|
|       |          |            |  |   |       |        |         |  |
| ME    | 1617-001 | 12/05/2016 | Additional work - quick turnaround                 | Develop scheme of delegation for CEO and Chair                                      | JC    | Jul-16 | Ongoing | <b>Agreed with MT; awaits board approval</b> |
| ME    | 1617-002 | 12/05/2016 | Additional work - principles                       | Include provision for knowing identity of ultimate client                           | JC    | Jul-16 | Ongoing | <b>Agreed with MT; awaits board approval</b> |
| ME    | 1617-003 | 12/05/2016 | Additional work - terms and conditions of business | Include on Oct BIG agenda   | JC    | Oct16  | Ongoing |  |
| ME    | 1617-006 | 12/05/2016 | Board programme                                    | Reschedule July SH reception to autumn; review July meeting dates; update programme | JC    | Jul 16 | Ongoing | Work in progress                             |
| ME    | 1617-013 | 12/05/2016 | Project E65 (Porterbrook)                          | Include for noting at July Board  | MCA   | Jul-16 | Ongoing | On agenda                                    |
| ME    | 1617-014 | 15/06/2016 | Seminar programme                                  | Consider seminar on Demand Responsive Transport                                     | AS    | Sep-16 | Ongoing |  |
| ME    | 1617-015 | 15/06/2015 | Alternative Dispute Resolution                     | Revisit during BIS Consumer Landscape Consultation                                  | MH    | Sep-16 | Ongoing |  |
| ME    | 1617-017 | 15/06/2016 | GTR  | Draft position statement and circulate to board                                     | MH    | Jul-16 | Ongoing | Work in progress as at 20160711              |