

| Group | Item | Date | Issue | Action | Owner | Due | Status | Comment |
|-------|----------|--------|---------------------------|---|-------|--------|----------|---|
| BM | 1617-263 | Nov-16 | Action matrices | Provide commentary wherever possible | JC | Mar-17 | Complete | Commentary provided |
| BM | 1617-264 | Nov-16 | Recommendations to HE | Create and maintain log for periodoc review | GD | Mar-17 | Complete | The log has been created and is in use |
| BM | 1617-265 | Nov-16 | Workplan Report 2017-2018 | Consider how to simplify for 2017-18 | AS | Jul-17 | Ongoing | The workplan report will be recalibrated once the final version of the workplan is agreed |
| BM | 1617-266 | Nov-16 | Advice Team resourcing | Urgent action required for short term | AS | Dec-16 | Complete | Additional team members recruited from December 2016 |
| BM | 1617-267 | 42795 | Bus Cuts Tool Kit | Create wider campaign | DS | 42917 | Deleted | Not specifically in scope of 2017-18 workplan. Deleted. |
| BM | 1617-268 | Mar-17 | RIS 2 Priorities report | Make agreed changes before publication | GD | May-17 | Complete | |
| BM | 1617-269 | Mar-17 | Q4 Finance report | Correct and reissue to board | NH | Apr-17 | Complete | |
| BM | 1617-270 | Mar-17 | Workplan Report 2017-2018 | Upgrade RAG descriptors to make clear | MCA | Jul-17 | Ongoing | Work in progress |
| BM | 1617-271 | Mar-17 | Workplan 2017-18 | Bring next draft back to Members Event | AS | Jun-17 | Complete | On ME Agenda 13/06/17 |
| BM | 1617-272 | Mar-17 | 3 year business plan | Bring draft to ME / Board | AS | Jul-17 | Complete | Completed May 2017 ME |
| BM | 1617-273 | Mar-17 | GWR | Produce report on complaints issues | AS | Jun-17 | Ongoing | Reported as work in progress at May 17 MT |
| BM | 1617-274 | Mar-17 | ORR | Ask for views on its monitoring and enforcement regime re complaints handling | AS | May-17 | Complete | Discussed with Joanna Whittingham May 2017 |
| BM | 1617-275 | Mar-17 | GWR | Monitor and report on complaints backlog as at 31 March 2017 (NH) | DS | Jun-17 | Ongoing | Reported as work in progress at May 17 MT |
| BM | 1617-276 | Mar-17 | WRSB Funding package | Discuss and agree with DfT / NR | AS | Sep-17 | Ongoing | Reported as work in progress at May 17 MT |