Transport Focus Board Action Matrix
November 2017

Group	Item	Date	Issue	Action	Owner	Due	Status	Comment
ME	1617-019	Nov-16	Ombudsman Task Force	Update to Dec 16 ME	AS	Dec-16	Complete	
ME	1617-020	Nov-16	Approved but abandoned projects	Discuss how to deal with at BIG	JC	Nov-16	Complete	
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	Complete	
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	Complete	
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	Complete	
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	Complete	Reported as work in progress at May 17 MT
BM	1617-276	Mar-17	Route Supervisory Board Funding package	Discuss and agree with Network Rail	AS	Sep-17	Ongoing	Reported as work in progress as of 06/11/2017
BM	1718-277	Jul-17	Board guest speaker	Due to Northern gaining a new MD the Board wish to invite him to join us at an event.	DS	Sep-17	Complete	Have informally asked David Brown to speak at a Board events
BM	1718-278	Jul-17	Workplan 2017-2018	Reconcile additional income discrepancy	NH	Jul-17	Complete	
BM	1718-279	Jul-17	Annual Report and Accounts	Update graphics	HP	Jul-17	Complete	
BM	1718-280	Jul-17	Record of Projects	ScotRail project - showing cost overrun of £9k - identify issue and report back to Board	IW	Jul-17	Complete	It is not an overrun, but actually a comparison of the first two years of the contract. Anne to update the spreadsheet accordingly.