BRITISH TRANSPORT POLICE AUTHORITY

GOVERNANCE STATEMENT

CONTENTS

INTRODUCTION 3
1. Definition of Terms 3
2. Status of this document 3
3. Functions of the Authority 3
4. The Chairman of the Authority 4
5. Members of the Authority 4
6. Functions of the Chief Constable 4
7. Authority Staff 4
8. The Accounting Officer 5
9. Best Value 5
10. Open government 5
11. Accountability 6
OBJECTIVES, PERFORMANCE TARGETS AND THE POLICING PLAN 6
12. Setting Objectives and the Annual Policing Plan 6
13. Measuring Performance against targets and indicators 6
STAFF MANAGEMENT BY THE AUTHORITY 6
14. Staffing 6
THE INCOME AND EXPENDITURE OF THE AUTHORITY 7
15. General Principles 7
16. The Expenditure Of The Force 8
17. Insurance and Risk Management 9
18. Banking And Cash Management 9
19. Asset Management 9
20. Accounting and audit arrangements 9
21. Internal Audit 10
SOCIAL RESPONSIBILITY 10
22. Social Responsibility 10
LIST OF ANNEXES 11

INTRODUCTION

1. Definition of Terms

i. In this document:

a) "The Act" means the Railways and Transport Safety Act 2003
b) "NDPB" means Non Departmental Public Body
c) "Chief Constable" refers to the Chief Constable of the Force and, where the context allows, to any Chief Officer of the Force
d) "Chief Executive and Clerk " means the Clerk appointed under paragraph 11 of Part 2 of Schedule 4 to the Act
e) "Force" means the British Transport Police Force
f) "Authority" means the British Transport Police Authority
g) "Police Service Agreement" refers to an agreement between the Authority and the users of police services for the provision of those services by the Force, as defined in section 33 of the Act

2. Status of this document

2. 1 This document sets out the managerial and financial framework within which the Authority and the Force will operate. The core documents are set out at Annexes 1 – 9. The Authority will from time to time issue other core documents. The Authority may amend this document or any other core documents at any time, subject to any requirements of the Act.

2.2 Other Authority policies will be recorded in the Minutes of the Authority, or in separate documents as necessary. This document and any core document made under it or a Policy Statement, will be available on the Authority's website.

2.3 This statement and the core documents issued under it shall be subject to review at the annual meeting of the Authority. The Authority will arrange to monitor compliance with this statement and the core documents by the Force and the Authority's staff.

3. Functions of the Authority

3.1 The Authority is established under Part 3 of the Act. The responsibilities, duties and powers are set out in Part 3 of the Act.

3.2 The Act also sets out the way in which the Authority should exercise those functions. In addition, the Authority will need to have regard to the documents set out as appendices to this Governance Statement, including the Financial Memorandum for NDPBs and the Financial Statement for NDPBs. These two documents are set out in Annexes 7 and 8.

4. The Chairman of the Authority

4.1 The Chairman is appointed by the Secretary of State.

4.2 The Chairman has particular responsibility to provide effective and strategic leadership to the Authority. A description of the Chairman's role is set out in paragraphs 26-32 of Annex 7.

4.3 The Chairman will ensure that all members of the Authority, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities. In addition, the Chairman is responsible for undertaking an annual appraisal of Members of the Authority.

4.4 The Chairman will work closely with the Chief Constable and the Chief Executive and Clerk to facilitate the business of the Authority.

5. Members of the Authority

5.1 Members are appointed to the Authority by the Secretary of State. They are drawn from various interests as set out in paragraph 2 of Schedule 4 to the Act.

5.2 Members of the Authority have a corporate and collective responsibility for ensuring that the Authority properly discharges its statutory functions. A description of the Members' role is set out in paragraphs 33 – 35 of Annex 7.

6. Functions of the Chief Constable

6.1 The Act provides that the constables and police staff shall be under the direction and control of the Chief Constable. The Act also places requirements on the Chief Constable to have regard to Codes of Practice issued by the Secretary of State for Transport, the Home Secretary and the Authority. Paragraphs 36 – 40, Annex 7, set out the Chief Constable's responsibilities.

7. Authority Staff

7.1 The Authority will appoint a Chief Executive and Clerk, and a Treasurer. Additionally, the Chief Executive and Clerk may appoint such other directly appointed staff as the Authority considers necessary to facilitate its business.

7.2 The Chief Executive and Clerk administers the business and meetings of the Authority, and provides policy and legal advice across the range of the Authority's functions. The role is set out in paragraphs 41-43 of Annex 7.

7.3 The Treasurer to the Authority will provide independent financial advice to the Authority in all aspects of its activity, including the strategic planning and policy making process, as well as on budgetary matters. The Treasurer will work closely with the Force's Director of Finance to ensure that the financial affairs of the Authority and the Force are properly administered, and that financial regulations are observed and kept up to date.

7.4 The role is described in paragraph 43 of Annex 7

8. The Accounting Officer

8.1 The Chief Constable is designated as the Authority's Accounting Officer. He/she must be satisfied that the financial and other management controls applied by the Authority are appropriate, and sufficient to safeguard public funds and, more generally, that those being applied by the Authority conform with the requirements of regularity, proprietary and of good financial management. In respect of expenditure by the Authority (as opposed to the Force), the Accounting Officer responsibilities are discharged by the Chief Executive and Clerk.

9. Best Value

9.1 The Authority will discharge its functions so as to secure improvements in policing services having regard to economy, efficiency and effectiveness as if it was subject to the duties imposed on a Best Value Authority. It will publish an Annual Best Value and Performance Plan and carry out reviews of its activities in a manner consistent with legislation and relevant government guidance relating to Best Value Authorities, and it will ensure that action is taken on the findings and recommendations of Best Value Reviews.

10. Open government

10.1 The Authority will prepare, issue, and keep under review, a Code on Access to Information. The Code will be in accordance with the central guidance on Open Government – Code of practice on Access to Government Information and with accepted good practice among Police Authorities. The Authority will prepare a Publication Scheme under the Freedom of Information Act in accordance with guidance issued by the Information Commissioner and the Lord Chancellor's Department, and will comply with the provisions of the Freedom of Information Act as they are brought into effect.

11. Accountability

11.1 After the end of each financial year of the Authority ending on 31 March, the Authority shall prepare and publish an Annual Report relating to the policing of the railway for the previous year and including the Authority's accounts. The Annual Report shall contain an assessment of the extent to which the Policing Plan for the year has been carried out, and any other information so that stakeholders may judge the Authority's performance and success in meeting its objectives.

OBJECTIVES, PERFORMANCE TARGETS AND THE POLICING PLAN

12. Setting Objectives and the Annual Policing Plan

12.1 The Authority is required to set strategic objectives for railway policing.

12.3 Before the beginning of each financial year, the Authority shall issue a Policing Plan setting out the proposed arrangements for policing the railway in the coming year. Paragraphs 50-52 of Annex 7 set out the requirements to be followed.

12.4 The Authority may set performance measures and targets in respect of any aspect of railway policing and shall publish such measures and targets in the Policing Plan.

13. Measuring Performance against targets and indicators

13.1 The Force will operate management information and accounting systems which enable it to review financial and non-financial performance against agreed budgets and targets in line with the Policing Plan.

13.2 The Authority will monitor the performance by the Force against its performance measures and targets and other relevant indicators, at least four times a year.

STAFF MANAGEMENT BY THE AUTHORITY

14. Staffing

14.1 The Authority is responsible for the recruitment, retention and motivation of its directly appointed staff, including the Chief Constable and Chief Officers of the Force. The Chief Constable bears this responsibility for other officers and staff in the Force.

14.2 In their respective areas of responsibility, the Chief Constable and Authority will ensure that:

- selection for all grades and posts will be based on merit and fully reflect the Authority's commitment to the policy of equal opportunities for all staff. The only criteria for advancement will be the individual's ability, qualification and suitability for the work, and positive assistance will be given to develop the individual's full potential wherever possible

- the level and structure of staffing, including grading and number of staff, is appropriate to the functions and the requirements of efficiency, effectiveness and economy

- the performance of staff at all levels is satisfactorily appraised

- staff are encouraged to acquire the appropriate professional, management and other expertise necessary to achieve the Authority's objectives and

- adequate grievance and disciplinary procedures are in place.

14.3 Both the Authority and the Chief Constable will make every effort to maintain good employee relations with staff by the setting up of agreed formal processes for communication and consultation. They will ensure that staff and/or their elected representatives are consulted on and kept informed of developments within and affecting the Authority on a regular basis; and that Authority staff and their representatives are able to put their views to management.

14.4 Under Section 46 of the Act, there shall be a Conference to which all questions of rates of pay, hours of duty and conditions of service of transport police shall be referred. The Conference will be chaired by the Chief Executive and Clerk.

14.5 Paragraph 73 of Annex 7 sets out arrangements for Staff Management.

THE INCOME AND EXPENDITURE OF THE AUTHORITY

15. General Principles

15.1 The Authority shall determine, not later than the end of March in any year, a budget for the Force and the Authority, comprising estimates of income and expenditure, capital expenditure, and forecasts and plans, including efficiency plans, for the subsequent two years. At the same meeting, the Authority shall approve the Policing Plan for the forthcoming year.

15.2 The Authority shall, at each of its meetings, consider monitoring reports for the income and expenditure for the current financial year showing, inter alia, the expected out-turn for the year, and any balance to be in hand at 31 March.

15.3 The financial administration of the Authority and the Force shall be conducted in accordance with the Core Documents and in particular with the Financial Regulations (see Annex 1).

15.4 In the letting of all contracts for the supply of goods, services and works the Authority and the Force shall comply with the requirements of the Core Documents, and in particular the Procurement Regulations (see Annex 2).

15.5 The Authority shall take all reasonable steps to appraise the financial and technical standing of any firm or body with which it intends to enter into a contract.

15.6 The Authority shall seek to collect income due promptly and shall pay all matured and properly authorised invoices in accordance with the terms of contract or within 30 days, as provided for in Annex 16.2 of Government Accounting 2000 and any subsequent guidance.

15.7 The Authority may hold reserves from time to time to be applied towards expenses relating to the force in a future period, in accordance with such policy on reserves as the Authority may from time to time adopt.

15.8 Paragraphs 48-65 of Annex 7, and Annex 8, contain further details.

16. **The Expenditure Of The Force**

16.1 The Chief Constable shall advise the Authority about any likely significant under spend or overspend on the current year budget as soon as it is identified.

16.2 Capital expenditure is subject to the arrangements set out in Annex 8 and recovered through PSA's as depreciation elements of the costs of policing, or by way of capital borrowings and allocations.

16.3 All proposals for capital expenditure and for any significant new revenue expenditures shall be the subject of a formal investment appraisal and business case. In the case of proposals involving estimated expenditure of £500k or more, the appraisal and business case must presented to the Authority for consideration and approval.

16.4 Capital expenditure is defined for this purpose as expenditure on new construction, land, extensions or enhancements to existing buildings, and the purchase of any

other fixed assets (e.g. vehicles, machinery and plant) which have an expected working life of more than one year.

16.5 All purchases of works, equipment, purchases and leases of land, goods and services should be based on value for money assessed over the perceived life of the requirement for the asset. Tenders should be sought on a competitive basis unless there are convincing reasons that suggest otherwise; such reasons shall be fully documented.

17. Insurance and Risk Management

17.1 The Authority shall effect such insurance as necessary to manage effectively the potential obligations arising from its operations and shall ensure that a suitable regime of risk management is in place (See Strategic Risk Management Policy at Annex 4).

17.2 The Authority may settle claims made against it up to the excess on any policy. In every such case the claimant should sign an undertaking renouncing any further claim arising from the incident that gave rise to the claim.

18. Banking And Cash Management

18.1 The arrangements are set out in paragraphs 91 and 92 of Annex 8.

19. Asset Management

19.1 Arrangements for asset management are set out in paragraphs 81-84 of Annex 8.

19.2 The Authority shall at all times use its assets in the most cost efficient manner and dispose of those assets that are surplus to its requirements. Assets shall be disposed of in accordance with the detailed guidance set out in Government Accounting (chapters 23 and 24).

19.3 The Chief Constable is responsible for the proper management, maintenance and use of the property occupied by the Authority. The Chief Constable must ensure that there is access to the necessary property expertise to manage the property occupied by the Authority.

20. Accounting and audit arrangements

20.1 The financial year of the Authority shall be the 12 months ending on 31 March.

20.2 Paragraph 66-72 of Annex 7 outlines the arrangements to be followed.

21. **Internal Audit**

Currently the Authority has out-sourced its Internal Audit function. The Client for the function is the Chief Executive and Clerk, although there is a close working relationship between the Internal Audit team and the Force's Director of Finance and Corporate Services, and the Deputy Chief Constable. The Internal Auditors make regular reports to the Governors; their remit goes beyond financial regularity and covers matters such as risk and wider management issues.

SOCIAL RESPONSIBILITY

22. **Social Responsibility**

22.1 The Authority will seek to ensure that the delivery of policing services and the conduct of the Authority's business are carried out in a socially responsible manner respecting the interests of the customers and communities served and reflecting high standards of ethical policing. In discharging its responsibilities, the Authority will comply with the statutory requirements placed on it as its employer or as a service provider.

22.2 The Authority will work towards

- promoting equality of opportunity for all persons, irrespective of their race, gender, disability, age, sexual orientation or religion;
- promoting good relations between persons of different genders, racial groups, religious belief and sexual orientation; and
- eliminating unlawful discrimination.

22.3 The Authority recognises its responsibility to protect the environment for future generations, and will encourage environmental values and practices, the conservation of natural resources, the reduction of waste and the re-use and recycling of materials.

LIST OF ANNEXES

Annex 1	Financial Management and Financial Regulations
Annex 2	Procurement Framework and Regulations
Annex 3	Procedural Standing Orders
Annex 4	Risk Management Statement
Annex 5	Scheme of Delegations to Officers
Annex 6	Members' Code of Conduct
Annex 7	Management Statement based on Treasury model for NDPBs
Annex 8	Financial Memorandum – based on Treasury model for NDPBs
Annex 9	Role of the Treasurer to the BTPA