

Report to: Audit & Risk Assurance Committee
Agenda item: XXX
Date: 3 June 2015
Subject: Authority Quarterly Update
Sponsor: Authority Finance Director
For: Information

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1. Purpose of Paper

- 1.1 The purpose of this report is to inform the Audit and Risk Committee of significant developments within the Authority Executive since the last Audit and Risk Committee meeting.

2. BTPA Statement of Accounts

- 2.1 The year end process is drawing to a close and the NAO have completed the on site element of their audit. Reports covering the Financial Statements and the external audit are being presented later on the agenda.

3. Police Service Agreements

- 3.1 The 2015/16 provisional charges were issued in December 2014 to all over ground PSA holders.
- 3.2 At the last Audit and Risk committee meeting a total of 3 TOCs were withholding payment of their PSA charges due to queries on the value of the provisional charge. East Midlands and Grand Central have now both been resolved and have restarted their monthly payments for their PSA charge.
- 3.3 DB Schenker is the final PSA charge that is currently not being paid. They are querying the crime data being used within the model and disagree that it is accurate. We are currently working on the 2014/15 crime data results which will hopefully confirm to them that there is no material movement in the basis of their crime numbers within the model. This is the last remaining query from DBS and we are hopeful that they will commence payment shortly. Their provisional charge is £235k and has fallen by 41% in the last 4 years.
- 3.4 The following meetings have been held with TOCs and FOCs:

PSA Holder	Meeting Summary
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Abellio	Meeting held, charges discussed. FD content with analysis and explanation. Positive discussion around the workings of the model, business KPIs and strategy
East Midlands	Meeting held. FD requested a full review of the Crime data and disputed the basis of the PSA calculation. All queries are now resolved and PSA charge is being paid. Follow up meeting to be held in Aug 2015.
Virgin West Coast	Meeting held, discussion around charge increase but not significant. Positive discussions around alignment of KPIs and strategy. Follow up meeting now held regarding building a strategic supplier relationship combining both a Force and Authority member, next meeting to be held during the summer 2015
Chiltern	Meeting held, concerns raised of level of increase in charges. FD took away the data to review, and has not passed any queries back to the team.
Grand Central	Meeting held on 3/3/15, disputed charge based on crime numbers, following a review of each crime record it was found that one crime was incorrectly allocated, and PSA provisional charge is being updated accordingly. Payments to commence in June.
East Coast	Meeting held on 12/3/15. Challenged charges increase however accepted the cost allocation method. Requested follow meeting in the summer to improve communication and knowledge of charges
DB Schenker	Meeting held on 25/3/15. Significant challenge around the Crime data recording and basis of PSA charge. 2014/15 crime data update being completed with a follow up meeting planned in June 2015.
Croydon Tram link	Meeting held on 12/3/15, charges discussed and no queries raised.
South West Train	Meeting to be arranged

4. Cost Allocation update

- 4.1 The new Authority financial analyst started on the 13th April. Joanna Wiczorek has joined the team to take on the cost allocation model with a view to improve its transparency and efficiency of calculation. She will also be working closely with the Authority Finance Director to improve the communication with the industry on the cost allocation process as well as improving their understanding of the data that drives the model.
- 4.2 Joanna has already worked with the Force analyst team to build in the 'Data cleansing' process within their daily and monthly routines. This will result in their being one version of data in relation to reporting to the TOCs on crime records.
- 4.3 We are anticipating that the 2014/15 actual PSA charges will be calculated and ready in July. Following that we are planning to review

the 2015/16 provisional charges with the updated data inputs for the most recent financial year, in order to identify if any provisional charge appears to already have altered. This will help us improve the communication with the industry as we can give them a indication of changes to charges far earlier.

- 4.4 We are also working on presenting a combined financial and operational statement for the year to present with the 2016/17 provisional charges in Oct/Nov. This will draw together both national and TOC specific information to help support the PSA provisional charge.

5. Pension Update

- 5.1 The new scheme changes came into effect from 1 April 2015. Currently no problems with this change has been raised with the Authority.
- 5.2 As part of the introduction of the new scheme, it has been agreed that experienced Officers transferring into the BTP from another Force will be able to mirror the benefits under the 35 year scheme. This is to prevent the BTP from losing these experienced Officers as they would suffer under the new pension scheme arrangements compared to their existing scheme under the Home Office. The exposure for BTP/A will be limited and will reduce over the coming years.

6. Internal Audit

- 6.1 The internal audit status is as follows:

Area of Work	Progress Update
Management Assurance Statement	Final Report issued.
Assurance Mapping	Final Report issued.
Contract Management	Moved to Q1
Governance & Risk Management	Final Report issued.
Cyber Security	Final Report issued.
Information Portfolio	Final Report issued.
Core Financial Controls: Expenses	Final Report issued.
Key Performance Indicators	Final Report issued.

- 6.2 A detailed update will be given by the Internal Audit team later in the agenda.

7. Gifts and Hospitality Register

- 7.1 In line with good governance in public bodies, a copy of the Gifts and Hospitality which have been received, accepted or declined by BTPA Members and BTPA Executive Senior Staff for oversight is prepared. Appendix A and B lists the full details for the BTPA.
- 7.2 The Authority Finance Director has also reviewed the BTP Gifts and Hospitality Register with the Deputy Chief Constable which is attached at Appendix C.
- 7.3 Members are asked to note the gifts and hospitality register.

8. Recommendations

- 8.1 Members are asked to note the report.

BTPA Gifts and Hospitality Register

Date of Event	Offered To	Additional/Other Recipients	Offered By	Brief Description of offer	Purpose of Offer	Estimated/actual value of gift/hospitality	Accepted / Declined / Returned
3-4/03/15	Andrew Figgures	N/A	BTP Federation	Annual Conference	Networking		Accepted
3-4/03/15	Millie Banerjee	N/A	BTP Federation	Annual Conference	Networking		Declined
3-4/03/15	Andrew Figgures	N/A	BTP Federation	Pen/Pen Set	Attendance at conference		Accepted
20/07/2015	Andrew Figgures	N/A	The Police Federation	The John Harris Memorial Lecture 2015	Networking		Accepted
25/06/2015	Andrew Figgures	N/A	Punter Southall	2015 Annual Drinks Party	Networking		Accepted

ACPO Gifts & Hospitality

REF	DIVISION	RECIPIENT	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	VALUE OF GIFT/ HOSPITALITY	ACCEPTED / DECLINED	APPROVED BY	COMMENTS
GHMA1504	ACPO	Chief Constable Paul Crowther	03/03/15	BTP Federation Conference Awards Dinner & Overnight Accommodation	BTP Federation	Invited as Chief Constable of BTP	Over £20	Accepted	Andrew Figgures, Chief Executive of BTPA	Acceptance to conference. CC was unable to attend the awards dinner
GHMA1507	ACPO	Chief Constable Paul Crowther	11/03/15	CAST Security and Policing Exhibition 2015	Centre for Applied Science & Technology	To attend in role as Chief Constable	Over £20	Accepted	Andrew Figgures, Chief Executive of BTPA	
GHMA1508	ACPO	Chief Constable Paul Crowther	12/03/15	IEP train launch at Southampton Port	Hitachi Rail	Stakeholder Engagement	Over £20	Accepted	Andrew Figgures, Chief Executive of BTPA	
GHMA1510	ACPO	Chief Constable Paul Crowther	18/03/15	CST Annual Dinner	CST	To attend in role as Chief Constable	Over £20	Accepted	Andrew Figgures, Chief Executive of BTPA	
GHMA1512	ACPO	Chief Constable Paul Crowther	19/03/15	Scene & Heard Theatre Production	Scene & Heard	Invited as supporter of Scene & Heard	Over £20	Declined	Andrew Figgures, Chief Executive of BTPA	
GHMA1514	ACPO	Chief Constable Paul Crowther	28/03/15	NYPD baseball cap / Pen & Letter Opener / Water Bottle / South Coast British Columbia Transportation Authority Police Service plaque / Silver Plated Ornament	NYPD Transit Police / Vancouver Transit Police	In acknowledgement of BTP jointly hosting with DFT a reducing sexual offences seminar.	Over £20	Accepted	Andrew Figgures, Chief Executive of BTPA	
GHMA1506	ACPO	Chief Constable Paul Crowther	04/03/15	Pen & Commerative medal	BTP Federation	In recognition for attending the Federation conference	£5-£20	Accepted	Andrew Figgures, Chief Executive of BTPA	
GHMA1503	ACPO	Deputy Chief Constable Adrian Hanstock	03/03/15	BTP Federation Conference Awards Dinner & Overnight Accommodation	BTP Federation	Invited as Deputy Chief Constable of BTP	Over £20	Accepted	Chief Constable	
GHMA1505	ACPO	Deputy Chief Constable Adrian Hanstock	04/03/15	Pen & Commerative medal	BTP Federation	In recognition for attending the Federation conference	£5-£20	Accepted	Chief Constable	
GHMA1511	ACPO	Assistant Chief Constable Stephen Thomas	18/03/15 - 19/03/15	Whilst on leave and not part of my BTP role or duties, a two day voluntary attendance at two workshops and match observation for the Italian Football Federation. All travel and accommodation paid for by the event organiser	Italian Football Federation	The event organiser asked ACC Thomas to participate in their two workshops and match observation so that they can access his expertise in organising European football events.	Over £20	Accepted	Chief Constable	

Gifts & Hospitality Over £20

REF	DIVISION	RECIPIENT	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	VALUE OF GIFT/ HOSPITALITY	ACCEPTED / DECLINED	APPROVED BY	COMMENTS
GHMA1502	A Force HQ	T/Chief Inspector	Unknown	Pre-Event Dinner	ACPO	Attending an ACPO Conference in relation to a Public & Safety Conference	Over £20	Accepted	Chief Superintendent John McBride	Pre-event dinner held on the evening before the ACPO Public & Safety Conference.
GHMA1527	B Division	Inspector	24/03/15	Costa Coffee Gift Card	Liam Fairhurst Foundation	Officers arranged a meet and greet for charity with CTSU and local resournces	Over £20	Accepted	Chief Superintendent Paul Brogden	Card to be given to FHQ Charity raffle
GHMA1523	B Division	Police Constable	09/03/15	Specialist chocolates and sweets	Member of Public	A thank you for quick work PC did regarding a potential theft of a mobile phone, resulting in the victim locating their smart phone which was lost and not stolen	Over £20	Accepted	Chief Superintendent Paul Brogden	Received by post from France
GHMA1530	A Force HQ	Police Staff	Unknown	FA Cup Semi-Final Tickets	London Strategic House / NHG	The Group selects Partner Organisation to invite.	Over £20	Declined	Declined by recipient	

Gifts & Hospitality £5-£20

REF	DIVISION	RECIPIENT	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	VALUE OF GIFT/ HOSPITALITY	ACCEPTED /DECLINED	APPROVED BY (MUST BE COMPLETED)	COMMENTS
GHMA1524	B Division	Inspector	14/03/15	Tie Pin, Cuff Links & Key Ring	Royal Oman Police	A thank you for a tour of St Pancras on visit organised through BTP and DfT	£5-£20	Accepted	Chief Superintendent Paul Brogden	
GHMA1526	B Division	Inspector	23/03/15	Water Bottle, Pen set, Force Crest & Traditinal Canadian Good Luck Charm	Vancouver Transit Police	A thank you for meeting with them during their force visit to the UK	£5-£20	Accepted	Chief Superintendent Paul Brogden	
GHMA1528	B Division	Police Constable	01/04/15	Box of M&S fudge	Member of Public	A thank you for helping the individual to cancel their bank cards when their wallet was stolen and for assisting them to get home	£5-£20	Accepted	Chief Superintendent Paul Brogden	
GHMA1520	A Force HQ	Police Staff	Unknown	Bottle of Wine	Mariel Irving Solicitors	Bottle of wine offered as a gratitude for speaking at an event delivered by the company.	£5-£20	Declined	Declined by recipient	Detective Chief Superintendent Martin Fry informed
GHMA1525	B Division	Police Staff	17/03/15	Powerbank Portable Charger & Flapjack	ITA Venues, Corporate Functions Booking Agent	Promotional Items	£5-£20	Accepted	Chief Superintendent Paul Brogden	Not a registered supplier with BTP

Gifts & Hospitality Under £5

REF	DIVISION	RECIPIENT	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	VALUE OF GIFT/ HOSPITALITY	ACCEPTED /DECLINED	APPROVED BY	COMMENTS
GHMA1521	B Division	Police Constable	14/02/15	1x box of chocolate biscuits	Member of Public	As thank you for assisting father who received first aid by officers	Under £5	Accepted	Chief Superintendent Paul Brogden	The individual left the gift with station staff to pass onto the officers. Gift was collected and shared out between colleagues.
GHMA1529	B Division	Police Constable	03/04/15	2 x Cambridge University Boat Race Team Scarves	Cambridge University Women's Boat Club	Promotional Items	Under £5	Accepted	Chief Superintendent Paul Brogden	

Conference Offers

REF	DIVISION	RECIPIENT	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	ACCEPTED /DECLINED	APPROVED BY
GHMA1513	ACPO	Chief Constable Paul Crowther	21/04/15 - 22/04/15	VIP invitation to the Counter Terror Security Expo including lunch	Conference organising committee	To provide an opportunity to attend the 2015 Counter Terror Expo and participate in the workshops	Declined	Andrew Figgures, Chief Executive of BTPA

Travel Passes

Information also passed to Capability & Resources

REF	DIVISION	RECIPIENT	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	ACCEPTED /DECLINED	APPROVED BY
GHMA1519	ACPO	Assistant Chief Constable Stephen Thomas	31/03/15	First Class Business Travel Only Staff Pass for Virgin East Coast trains, dated 1 st March 2015 and expiring 30 th April 2015.	East Coast	To facilitate on duty travel for stakeholder meetings with Virgin East Coast	Accepted	Chief Constable
GHMA1509	ACPO	Assistant Chief Constable Stephen Thomas	13/03/15	First Great Western Duty Travel Pass, expiry date 31st March 2016	MD First Great Western	To support collaborative partnership working across First Great Western routes and C Division's Western and Wales Sub-Divisions by facilitating duty travel on First Great Western trains.	Accepted	Chief Constable