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# BRITISH TRANSPORT POLICE AUTHORITY

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## MINUTES

### BRITISH TRANSPORT POLICE AUTHORITY INAUGURAL MEETING THURSDAY 1<sup>ST</sup> JULY 2004

at

THE OLD COUNCIL CHAMBERS, THE LAW SOCIETY

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**Present:** Sir Alastair Graham (Chair)  
Sir David O'Dowd  
Mr Mike Brown  
Ms Christine Knights  
Mr Mike Holden  
Mr Robin Gisby  
Suzanne May  
Mr Nick Newton  
Mr Lew Adams  
Mrs Wendy Towers  
Mr James King

**Apologies:** Mr Keith Ludeman

**In Attendance:** Mr I Johnston, Chief Constable  
Mr A Trotter, Deputy Chief Constable  
Mr P Robb, Assistant Chief Constable  
Mr P Nicholas, Assistant Chief Constable  
Mr P Zieminski, Acting Chief Superintendent  
Ms S Budden, Finance Director  
Mr S Thomas, HR Director  
Ms Marie Daniels, Organisational Development  
Mr R Hemmings, Clerk to the Committee  
Mrs Liz Pike, Treasurer  
Ms D McGovern, Deputy Clerk  
Miss L Bryant, PA

Mr J Jerram

<b>40/2004</b>	<a href="#">Welcome</a>	<b>2</b>
<b>41/2004</b>	<a href="#">Speech by Mr Jerram</a>	<b>2</b>
<b>42/2004</b>	<a href="#">Appointment of Clerk for the Meeting</a>	<b>2</b>
<b>43/2004</b>	<a href="#">Corporate Governance Documents</a>	<b>2</b>
<b>44/2004</b>	<a href="#">Transfer of assets form SRA to BTPA</a>	<b>3</b>
<b>45/2004</b>	<a href="#">Proposed Structure and way of working</a>	<b>4</b>
<b>46/2004</b>	<a href="#">Budget 2004/5</a>	<b>5</b>
<b>47/2004</b>	<a href="#">Delegations</a>	<b>6</b>
<b>48/2004</b>	<a href="#">Future meetings of the Authority</a>	<b>6</b>
<b>49/2004</b>	<a href="#">Membership of the Association of Police Authorities</a>	<b>6</b>
<b>49/2004</b>	<a href="#">Scheme of Allowances for Members</a>	<b>6</b>
<b>50/2004</b>	<a href="#">Review of Charges</a>	<b>7</b>
<b>51/2004</b>	<a href="#">Tadworth</a>	<b>7</b>

**40/2004**  
Agenda Item 1

**WELCOME**

Sir Alistair formally welcomed everyone to the first meeting of the British Transport Police Authority, which was formally created that day. Sir Alistair then handed over to his predecessor Mr Jerram.

**41/2004**  
Non-agenda

**SPEECH BY MR JERRAM**

Mr Jerram made the following speech:

*“The outgoing committee held its last meeting earlier today, at which we approved our final set of minutes, and received a report from the Clerk confirming that all the formalities necessary for the establishment of the new Authority are now in place. It therefore remains for me to congratulate the Authority on its establishment, and its members in their appointments; and to entrust to your future care the safety and welfare of the British Transport Police.*

*On a personal note I only wish to add that for me it has been a privilege as well as a pleasure to have had the opportunity to serve in this role over the last five years, in which time I have come to admire immensely the courtesy, humanity and dedication to service of the men and women who make up the Force as a whole, and the outstanding leadership qualities of the Chief Constable and his senior officer team.*

*It has been an honour to serve as your chairman, and one I shall long cherish. Thank you very much.”*

**42/2004**  
Agenda Item 2

**APPOINTMENT OF CLERK FOR THE MEETING**

Sir Alistair proposed that Mr Hemmings be appointed as Clerk for the purposes of the meeting. This was **agreed**.

**43/2004**  
Agenda Item 3

**CORPORATE GOVERNANCE – DOCUMENTATION**

Sir Alistair and Mr Hemmings spoke to the above set of papers, which set out the way the Authority intends to do business. Sir Alistair emphasised this was not merely a tick box exercise, and that he intended inviting the Audit Commission to a future meeting to speak in more depth with regards to corporate governance for police authorities.

*General Statement:* This was agreed.

*Procedural Standing Orders:* The sentence on show of hands and ballots needed revising. It was **agreed** that although a Register of interests would be maintained and accessible to the public, it was the responsibility of the individual to raise the interest if they felt at any time

there could be a potential for conflict. Mrs Towers asked whether the public documents would be available on the Authority's own website. Ms McGovern advised this was already under construction. Subject to the proposed amendment, the document was **agreed**.

*Financial Management Framework and Regulations:* Ms Budden confirmed that she was happy with the document. The document was **agreed**.

*Procurement Framework:* This was a high level documents, and it was likely that more detail was needed underneath. This would be discussed at the next audit committee meeting. Mr Newton stated there were a number of inconsistencies with other documents which needed to be ironed out. Subject to these revisions, the document was **agreed**.

*Risk Management Strategy:* Sir David stated the Audit Committee would be looking at this in more detail at their first meeting. It was noted that the Appendices were missing. The document was **agreed**.

*Scheme of delegation:* Decisions could not be made by individual Members, only the whole Authority, a committee or an officer. There would be a further document which delegated the Chief Constable's authority to other members of the Force. The document was **agreed**.

*Code of Conduct:* Mr Holden pointed out that the reference to professional advice was not explained later in the document. Subject to this amendment, the document was **agreed**.

*Financial Memorandum and Financial Statement:* Sir Alistair stated that these documents were based on the model which had to be adopted by all NDPBs, and as such, there was a limit to how much they could be revised. The documents had been the subject of much discussion, however it remained to be seen whether they formed a suitable document for day to day working. In particular, they were peculiar in that BTP did not receive any money from the DfT. There was discussion of the situation, and clarification of the documents. Subject to the proviso they needed to be kept under review, the documents were **agreed**.

**ACTION: Secretariat to amend and circulate documents prior to the next meeting.**

**44/2004**  
Agenda Item 4

#### **TRANSFER OF ASSETS FROM SRA TO BTPA**

Mr Lew Adams and Mr Nick Newton declared an interest.

Mr Hemmings stated that the transfer documents had been prepared and were ready for signing. This meant that all property assets (with the exception of Tadworth), contracts, rights and liabilities had been identified and would transfer. There was a further co-operation

agreement, which stated that both BTPA and the SRA would use their best efforts to resolve any issues which come to light at a later date.

With respect to Tadworth, the current situation would continue with the caveat that the final destination was under discussion. Mr Holden questioned whether signing the documents now mean that the sense of urgency over Tadworth would be lost. Mr Hemmings stated that a mechanism had been agreed, with referral to the Secretary of State should agreement not be reached. Mr Gisby questioned the liabilities in terms of property. Mr Hemmings stated all other properties were leasehold. Mr Holden questioned whether there was an opening balance. Ms Budden confirmed there was. It was **agreed** that the Transfer Agreement and the co-operation agreement should be executed.

**45/2004**

Agenda Item 5

## **PROPOSED STRUCTURE AND WAYS OF WORKING**

Sir Alistair stated this issue had progressed, and that there was now broad agreement. The terms of reference would be circulated with these minutes, to be revised and agreed at the first meeting of each committee. For the record, the committees formed are:

- Strategy & Performance Management (chaired by Sir Alistair)
- Audit & Corporate Governance (Sir David)
- Human Resources & Remuneration (Ms Knights)
- Stakeholder Consultation and Communication Strategy (Mr King)
- Professional Standards (Mrs Towers)

It was confirmed that the Secretariat would pull together the Area and Thematic responsibilities and circulate, along with a revised meetings schedule.

The Chair reminded the meeting that during the induction seminar, it was concluded that a small group of Members should undertake a review of efficiency reviews, and in particular consider:

1. the methodology to be used
2. the priority areas to be addressed
3. whether good practice from the industry or other Forces could be adopted
4. what were the right or best techniques to use in carrying out efficiency reviews

The following Members were identified to form the working group, Robin Gisby (chair), Keith Ludeman and James King. The group were asked to bring a report to the Strategy & Performance Monitoring Committee in the autumn.

It was **agreed** that the committees be established as set out in the Appendix to these minutes, with initial terms of reference and membership as defined. It was **agreed** that each Committee would decide on their final Terms of Reference at their first meeting. It was

**agreed** the Task Group on efficiency reviews be established and asked to report by the autumn.

**ACTION: Secretariat to circulate meetings schedule and interests matrix**

**46/2004**

Agenda Item 6

**BUDGET 2004/5**

Ms Budden spoke to her paper on the above, outlining the process through which this year's budget had been agreed, and the continuing cost pressures on the Force - a probable budget gap of £8m in this year and cost pressures of £23m for 2005/6. Ms Budden invited Members to review her paper. Sir Alistair wished the unsatisfactory process in reaching the budget agreement be **noted**, and invited Members to **review** the paper and the implications. It was **agreed** that the Strategy & Performance Monitoring Group bring recommendations to the September meeting, at which point there could be a more informed debate. There was discussion and clarification with respect to the efficiency savings, which were imposed at short notice, and targeted areas in which the HMIC recommended investment.

Mr Gisby asked whether the Committee had agreed to the Force overspend last year. The Chief Constable agreed this had been the case, and that the overspend forecasts had been presented at each meeting. Sir David stated he had spoken against this action, and that the only way not to overspend would have been to reduce officer numbers. In the current political and global climate, this was not feasible. Mr Gisby stated that relying on the premise that "something would turn up" had not worked, and that the gap between what the Force need and what they received needed to be closed in order to provide the Chief Constable with long-term comfort.

Sir Alistair stated that the budget meeting had been unsatisfactory, and provided no extra resources to BTP, with the notable exception of London Underground. However, it was unlikely that the mismatch could be met either by improving efficiency within BTP, or by more pressure on the PSA holders. It was felt that the Rail Review and the 3-year spending review might offer some resolution.

The Chief Constable confirmed that when he met with Alastair Darling, the Secretary of State acknowledged that BTP could not do what they were required to do with the level of funding they received. The Chief Constable was concerned that BTP would be seen as a very small player in the industry re-organisation, and would not have their issues addressed.

Mr Holden stated there were two issues, the short term budget and the longer term funding. In terms of the short-term budget, he felt that the options were 25% increase in charges, or radically downsizing, but that any changes needed to be made sooner rather than later in order to be effective. Mr Brown raised the issue that the funding problems could

not be divorced from the forthcoming review of charges. Mr King questioned whether any cost-benefit analysis had been undertaken. Acting Chief Superintendent Zieminski updated the meeting on moves by HMIC to include BTP in the next baseline assessments and in the Police Performance and Assessment Framework. Sir Alistair requested HMIC be invited to a future meeting.

Mr Holden returned to the question of this year's budget, pointing out that by the September meeting, they would be half way through the year, which made it difficult to claw back overspend. Sir Alistair stated that there was immense political pressure not to cut down police numbers. Mr Holden stated that DfT could not have it both ways. Sir Alistair again requested members **note** the content of the report.

Mr Holden asked what the situation was with respect to disputes. Ms Budden advised that DfT had agreed to provide the cash cover for the debt. It was **noted** that BTP were not disadvantaged by this at the moment, but depending on which way the Arbitrator rules, this would require considerable consultation with the industry to resolve.

It was **agreed** that the Strategy & Performance Monitoring Committee be asked to review the budget and bring forward options for discussion by the Authority at its next meeting.

**ACTIONS: Secretariat to table Budget for the S&PM meeting and the next Authority meeting  
Secretariat to invite HMIC to a future meeting**

**47/2004 DELEGATIONS**

Agenda Item 7

Paper withdrawn.

**48/2004 FUTURE MEETINGS OF THE AUTHORITY**

Agenda Item 8

Paper withdrawn.

**49/2004 MEMBERSHIP OF THE ASSOCIATION OF POLICE AUTHORITIES**

Agenda Item 9

Sir Alistair spoke to his paper outlining the work of the APA. BTP were currently associate members. The proposition was to become full members with one vote on the plenary sessions, which would be attended by the Chair of the Authority. The paper was **agreed**.

**50/2004 SCHEME OF ALLOWANCES FOR MEMBERS**

Agenda Item 10

Mr Hemmings spoke to the above papers, stating that the intent was not to propose any changes to what had been agreed with the Secretary of State. Mr Hemmings suggested linking cost of living increase to police support staff increases, payment for attending a tribunal to be made at Home Office rates, provision for IT and e-mail costs, and the reimbursement of expenses. Other issues would be determined over time, and with regards to how much time Members

actually spent on Authority work. It was **noted** that some industry representatives had decided not to claim their allowance. The paper was **agreed**, with a review in 12 months also **agreed**.

**51/2004 REVIEW OF CHARGES**

Agenda Item 11

Mr Hemmings spoke to the above paper, stating that the current arrangements do not satisfy the new legislative requirements. There was discussion around the proposed structure, focussing on the cost of involving solicitors on the Board, and the representation of the industry and BTPA. It was noted that any review needed to be informed by the rail review and any comments made by the Arbitrator. It was agreed that a meeting of the Project Board be held, and Mr Adams, Mr Newton and Suzanne May would be involved in the discussions. The Members would then report back to the September meeting.

**ACTION: Secretariat to organise a Project meeting.  
Secretariat to table for September meeting.  
Secretariat to circulate background paper on charging formula.**

**52/2004 TADWORTH**

Agenda Item 12

Mr Adams and Mr Newton declared an interest. The paper was **agreed**.

**53/2004 TRANSITION ARRANGEMENTS**

Agenda Item 13

Paper presented for information. Mr Gisby asked what was happening with respect to the Pension Scheme. It was advised there was one vacancy on the Management Committee. It was agreed that Mrs Pike would attend the next meeting and report back.

**ACTIONS: Mrs Pike to report back.**

**PART II – ITEMS TO BE TAKEN IN PRIVATE**

**54/2004 APPOINTMENT OF CLERK TO THE AUTHORITY**

Agenda Item 14

The Authority fully discussed the recommendation and unanimously **agreed** the appointment Mr Hemmings from 1<sup>st</sup> July 2004 on the terms set out in the paper.

**DATE OF NEXT MEETING: 21<sup>st</sup> SEPTEMBER**

Signed.....

Chairman