BRITISH TRANSPORT POLICE

**REPORT TO:** **British Transport Police Authority**

**DATE:** **22 October 2010**

**SUBJECT:** **Pay and Allowances Audit - Progress Update**

**SPONSOR:** **Deputy Chief Constable**

**AUTHOR:** **Peter Zieminski – Command Support Group**

## 1. PURPOSE OF PAPER

1.1 The purpose of this paper is to provide an update to Members on the progress achieved to date in the reconciliation of staff files, with reference to pay and allowances, which arose as a consequence of the payroll audit report produced by Tribal, British Transport Police's (BTP's) internal auditors and feedback received from the National Audit Office (NAO).

## 2. RECONCILIATION UPDATE

2.1 A GOLD command structure has been introduced to oversee the governance of the Programme and the following roles have been assigned:

GOLD – Paul Crowther – Deputy Chief Constable

GOLD (Support) – Peter Zieminski – Chief Superintendent (Command Support Group)

SILVER – Teresa Hickman – T/Director of Human Resources

BRONZE (Audit) – Will Tucker – HR Rewards Manager

BRONZE (Finance) – Simon Hart – Head of Finance

BRONZE (Resources) – Declan McHenry – HR Performance Manager

GOLD Group meetings are held each Wednesday to assess progress.

2.2 All police officer files (2,905) will be reviewed to ensure that there is evidence in each file supporting the level of salary payment being made together with supporting evidence for every allowance paid. A proforma has been designed (with the support of Tribal) that sets out the details of the evidence that will be provided to support the salary and allowance payments for each officer and once this evidence has been checked this proforma will be inserted into each personal file as a record of the checks having been carried out.

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2.3 In order to ensure that the required reconciliation is achieved a resource plan has been implemented to ensure that no less than 12 people are working on reviewing the files each working day (based on a rate of one person examining at least 21 files a day (3 files per hour) allowing for some time built in for resolving any issues that arise). This means that all files will have been reviewed by 31 October 2010 which then allows sufficient time for the files to be verified and signed off by the deadline of 30 November 2010.

2.4 To date (22 October 2010) at total of 1,589 police officer files have been reviewed (54.7%) and Appendix A sets out the detail of the activity undertaken and outcomes.

2.5 Representatives from Tribal have been working in close support with the HR Rewards Manager to ensure that the methodology being used will meet the NAO's evidential requirements.

2.6 The NAO will be conducting a sample audit on 28 October 2010 of 30 staff files (10 police officer and 20 police staff) to ensure that there is evidence in each file supporting the level of salary payment being made together with supporting evidence for every allowance paid. Any feedback received from the NAO will be used, as required, to refine the methodology used in relation to the standard of evidence provided.

2.7 Following the completion of the reconciliation of police officer files a similar process will be undertaken to review all the police staff files (1,674) to ensure that there is evidence in each file supporting the level of salary payment being made together with supporting evidence for every allowance paid. This second phase is planned to be completed by 17 December 2010.

## 3. RECOMMENDATION

3.1 BTPA Members are invited to note the progress achieved to date in the reconciliation of pay and allowances.