BRITISH TRANSPORT POLICE

# Pay and Allowances Reconciliation Project
# Progress Report: 21 October 2010

**A – Police Officer Files**

| **Area/Department** | **FHQ** | **LN** | **LS** | **LU** | **NE** | **NW** | **Sc** | **W&W** | **Total** |
|---|---|---|---|---|---|---|---|---|---|
| Total Files to check (Police officers on Payroll as at 10/09/10) | 394 | 455 | 411 | 660 | 244 | 270 | 218 | 253 | **2,905** |
| **Files Checked to date** | **195** (49.5%) | **296** (65.1%) | **156** (38.0%) | **179** (27.1%) | **203** (83.2%) | **203** (75.2%) | **194** (89.0%) | **163** (64.4%) | **1,589** (54.7%) |
| Potential Discrepancies (excl CRTP – see below) | | | | | | | | | |
| - Initial indication from Spreadsheet (exc. Notional Pay Date missing entries) | 179 | 160 | 98 | 154 | 44 | 71 | 77 | 98 | 881 (30%) |
| - Discrepancies requiring File Check | (TBA) | (TBA) | 47 | (TBA) | 21 | 36 | 29 | (TBA) | 133 |
| - Identified during or Remaining after File Checks – requiring more information from Area/Dept | 1 | 3 | 0 | 0 | 0 | 15 | 2 | 0 | 21 |
| - Resolved (including flagged overpayments/underpayments – see below) | 1 | 0 | 51 | 1 | 29 | 28 | 76 | 0 | 187 |
| Total CRTP claimants | 219 | 125 | 120 | 167 | 94 | 127 | 81 | 94 | 1,027 (35%) |
| - Application Form on File | 65 | 62 | 42 | 22 | 44 | 107 | 10 | 69 | 421 (41%) |
| - PDR or other sufficient evidence of entitlement on File | 28 | 47 | 30 | 51 | 7 | 3 | 8 | 7 | 181 (18%) |
| - No or insufficient evidence on file | 19 | 14 | 46 | 8 | 4 | 14 | 63 $ | 14 $ | 182 (18%) |
| - File not yet checked (excl Missing Files) | 112 | 3 | 0 | 81 | 39 | 0 | 0 | 4 | 239 (23%) |
| $ Files not checked for CRTP evidence on PDRs | | | | | | | | | |
| Files Missing – to date | 7 | 3 | 2 | 5 | 0 | 10 | 4 | 1 | 32 (0.02%) |
| Contract or Terms & Conditions Statement Missing | 13 | 6 | 0 | 17 | 3 | 38 | 3 | 4 | 84 (0.05%) |
| Officer left BTP during Period 6 | 1 | - | - | - | - | - | - | - | 1 |
| Overpayments – flagged | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| Underpayments – flagged | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Pro-forma Inserted | ✧ ✧ | ✹ ✹ | ✹ | ✹ | ✧ | ✹ | ✹ | ✹ | - |
| **COMPLETE** (Files signed off as verified with pro-forma) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Daily File Check: Files checked on 21/10/10** | 160 | 132 | 35 | 122 | 133 | 76 | 79 | 57 | **794** |
| **Files remaining to check – average per day to 31/10/10** | 20 | 16 | 26 | 48 | 4 | 7 | 2 | 9 | **132** |
| **RAG Status: GREEN (On target to achieve) AMBER (Close monitoring to achieve) RED (Unlikely to achieve)** | GREEN | GREEN | GREEN | GREEN | GREEN | GREEN | GREEN | GREEN | GREEN |

✧ FHQ / NE / commences 01/11/10
✹ LU / LN / LS / W&W / NW / Scotland commences 25/10/10

# Pay and Allowances Reconciliation Project
# Progress Report: 21 October 2010

**B – Police Staff Files**

Most EPS Offer Letters and Contracts have now been confirmed as placed on police staff files. Detailed checking of the 20 sample files required for the NAO Audit revealed numerous queries, including 2 potential overpayments and 2 potential underpayments. Some queries are linked to the EPS Assimilation process and further information is being gained about these. A comprehensive review of all police staff files will be undertaken during November (rather than the previously anticipated reliance on the EPS Offer Letter and Contract only) and will be due for completion by 17 December 2010.

| Area/Department | FHQ | LN | LS | LU | NE | NW | Sc | W&W | Total |
|---|---|---|---|---|---|---|---|---|---|
| Total Records to clear (Police Staff/PCSOs on Payroll as at 10/9/10) | 752 | 201 | 135 | 253 | 85 | 90 | 30 | 110 | 1,674[1] |

[1] 19 members of staff left during this period

BRITISH TRANSPORT POLICE

# Pay and Allowances Reconciliation Project
# Progress Report: 21 October 2010

**C – Other Actions (excluding those already shown on Project Plan as complete)**

| Topic | Action | Progress | Target Completion Date |
|---|---|---|---|
| **1 – Determining Existing Base Information** | Staff Files – HRBC to clear backlog of filing | 2009/10 PDRs, large majority of EPS Contracts and associated Offer Letters filed where on hand. LS EPS Contracts dispatched. NE EPS Contracts awaited. Several Offer Letters missing from total supplied by Project Team to HRBC. Pension Plus letters/Opt Out Forms to be filed. | 31/10/10 |
| **2 – Comparing Existing Base Information** | Master Spreadsheets to be generated for LN, LU, NW, WW Areas, FHQ spreadsheet to be updated. | Completed | Completed |
| | Confirming Discrepancies on Spreadsheets | Scotland, London South, North East, North West Areas – completed<br>FHQ, London Underground – work currently in progress<br>London North, Wales & Western Areas to commence 22/10/10 | 29/10/10 |
| **4 – Determine Preferred Evidence Requirements** | Confirm agreement to evidence requirements | Completed | Completed |
| | Design Pro-Forma | Completed | Completed |
| | Gain Approval for Pro-Forma | Completed | Completed |
| | Procure coloured paper | Completed | Completed |
| | Prepare Mail Merge Spreadsheets | Trial Mail Merge 14/10/10 successful. Coding on Spreadsheets to be modified. | Completed |
| **5 – Check Staff Files** | See Table A above | D McHenry to arrange additional resources (in addition to W Tucker). Daily requirement increased from 21/10/10.<br>21/10 = 20<br>- HRBC: 15<br>- FHQ HR: 1 + Janet McAuliffe @FHQ<br>- FHQ Finance: 1<br>- HRBPs/Support: 2 (Scotland)<br>- L&D: 0 | 31/10/10 |

BRITISH TRANSPORT POLICE

# Pay and Allowances Reconciliation Project
# Progress Report: 21 October 2010

| | | | |
|---|---|---|---|
| **6 – Rectify Recording Errors** | Forward corrections to HRBC | Continues as required. ORIGIN Systems Team to correct missing notional pay start dates on bulk list basis | 05/11/10 |
| **7 – Complete Assurance Documentation** | Print Mail Merge documents | Trial Mail Merge successful. Scotland to be printed 21/10/10, then Wales & Western | From 22/10/10 |
| | Verification – Area Rep to sign forms | LU / LN / LS / W&W / NW / Scotland Areas commences 25/10/10<br>FHQ / NE / commences 01/11/10 | 05/11/10<br>05/11/10 |
| | Confirmation / Certification | HR Rep (W Tucker) or HR / Finance Director to sign and certify forms | 30/11/10 |
| | Filing | Awaiting certification | 30/11/10 |
| **8 – Reporting and Audit Review** | Pre-Audit by Tribal | Arranged | 22/10/10 |
| | NAO Audit Check | Arranged. Sample names confirmed:<br>10 x Scottish police officers – reviewed by HRBP 21/10/10. Outstanding documentation or explanations to be forwarded from Area<br>20 x police staff – reviewed by W Tucker / A Townsend on 20/10/10 - Further investigation in progress.<br>Comprehensive check of all Police Staff Files will commence during November due for completion on 17 December 2010. | 26/10/10<br>26/10/10<br>17/12/10 |
| **9 – Rectification of Overpayments/ Underpayments** | Confirmation of affected employees | Work-in-Progress – see Table A above | 08/11/10 |
| **10 – Process Review** | Prepare Lessons Learnt Report, Review Processes | To follow in November, December | 23/12/10 |