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**Report to:** BTPA Policing Plan Working Group  
**Agenda item:** 1  
**Date:** 28<sup>th</sup> September 2010  
**Subject:** Terms of Reference  
**Sponsor:** Working Group Chair  
**Author:** Sam Elvy  
**For:** Information & approval

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## 1. Purpose of paper

- 1.1 To propose and agree the Terms of Reference for the Policing Plan Working Group for the 2011/12 planning cycle.

## 2. Proposed Terms of Reference

- 2.1 To agree the way forward, in terms of context, shape and balance of Plan, to enable the Force to develop of a set of quantitative and qualitative Policing Plan targets for 2011/12.
- 2.2 To receive, consider and comment upon iterations of a Policing Plan as developed by the Force; taking into consideration any evidence gathered through the Force and Authority's stakeholder consultation exercises and other activities.
- 2.3 To agree a draft Policing Plan to be recommended to the full Authority for approval at its March 24<sup>th</sup> 2011 meeting.
- 2.4 In doing so to contribute to meeting the Authority's duties as set out under Sections 50 and 52 of the Railways and Transport Safety Act 2003;

### *Section 50 Policing objectives*

*(1) Before the beginning of each financial year the Authority shall set objectives for policing the railways during that year.*

### *Section 52 Railways policing plan*

*(1) Before the beginning of each financial year the Authority shall issue a plan setting out the proposed arrangements for policing the railways during that year.*

### 3. Critical success factors

- 3.1 All those attending the series of meetings need to come prepared with the same information so that they are able to enter into a meaningful dialogue, and to ask pertinent questions. To this end, both the Authority and the Force will provide written material in advance of each session to support with this process.
- 3.2 To be a success, the meeting must be a two way dialogue so that there is constructive feedback, though this does not mean to say the session cannot be challenging.

### 4. Proposed next steps

- 4.1 As in previous years it is recommended that the Authority now commissions, contributes to and receives draft reports and information in support of the following.
  - A National Plan – draft themes and targets to be received at the next meeting of the Group on 10<sup>th</sup> December for discussion and scrutiny. These targets to be informed by representations made at the stakeholder workshop on 28<sup>th</sup> September 2010.
  - Further written consultation with stakeholders on a draft of the National Plan to be led by the Authority following the next meeting on 10<sup>th</sup> December. Feedback to be reported and any subsequent amendments considered at the Group's meeting on 21<sup>st</sup> February.
  - Local Area Plans – draft themes and targets to be considered and scrutinised at the Group's meeting on 21<sup>st</sup> February.
  - Drafts of the National and Local Area Plans to be recommended for further discussion and scrutiny at the full Authority meeting on 24<sup>th</sup> March.

### 5. Recommendations

- 5.1 That Members note and approve the Terms of Reference and proposed next steps as set out in sections 2 and 4 above.