

Report to: Performance Review Group
Agenda item: 1
Date: 22nd June 2010
Subject: Terms of Reference, membership and working style
Sponsor: Chair
Author: Sam Elvy
For: Discussion and approval

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1. Purpose of paper

- 1.1 To propose membership and terms of reference for the Authority's Performance Review Group for the 2010/11 business year.
- 1.2 Further, to invite a discussion about the Group's preferred working style.

2. Membership

- 2.1 The standing Performance Group membership for 2010/11 will be;

For BTPA

Howard Collins (Chair)

Michael Holden

James King

Vacancy (new Member)

BTPA Research and Policy Manager (BTPA Executive lead)

For BTP

Deputy Chief Constable

Assistant Chief Constable Territorial Policing

Head of Strategic Services (BTP Staff lead)

- 2.2 Other Authority Members will have an open invitation to attend performance review meetings if there is an item of interest on the agenda. Other BTPA or BTP representatives will also be invited to attend to speak to, or support discussions on, agenda items as they arise throughout the year.

3. Draft Terms of Reference

3.1 In 2010/11 the Performance Review Group will:

- Monitor and provide supportive challenge on BTP's operational and organisational performance and efficiency against criteria which are defined and refreshed annually (see Appendix A for proposed coverage) – this will not include oversight of financial (capital/revenue expenditure) performance data which is within the remit of the finance group
- Request and consider information from BTP, BTPA, stakeholders and other sources to support scrutiny activities in terms of internal and external comparison and benchmarking of performance
- Provide a regular update to the full Authority on progress with performance including the key issues and actions arising
- Oversee development of an annual performance report from the Authority

4. Style of working

4.1 The group is primarily intended to be a discussion and challenge forum with all attendees being encouraged to become actively involved in work to;

- Jointly identify exceptional performance (both good and bad) and to explore the reasons for this performance
- Identify opportunities to share good practice (internally and externally) and track the positive impacts of acting on any lessons learned
- Identify opportunities for improving efficiencies and value for money
- Identify relevant benchmarking data from both policing and non-policing sources, in order to better understand BTP's relative performance
- Develop and monitor action/improvement plans to drive performance improvements in agreed areas of risk

4.2 Wherever possible the work of the group will;

- Be based on joint working and supportive challenge
- Focus in detail on the reporting and discussion of exceptions
- Use existing sources of information or properly understand the resource implications of requesting new information

5. Evaluation & Review

- 5.1 The work of the committee/group will be reviewed and evaluated annually and a draft work plan developed for the coming year. Feedback will be sought from the group membership, from the wider authority membership, executive staff, force colleagues and stakeholders and will include;
- Scope/coverage of the group's oversight work
 - The approach to performance reporting and scrutiny
 - The extent to which the work of the group has effectively identified good and/or poor performance and supported continuous improvement - i.e. what results have been achieved?
 - The effectiveness of the group's reporting back to, and discussions led at, the full Authority

6. Recommendations

- 6.1 The Performance Group is asked to discuss and approve the draft terms of reference and style of working.
- 6.2 The Group is also asked to review and approve/suggest amendments to the proposed coverage of the group as set out at Appendix A.

APPENDIX A

Proposed coverage of Performance Review Group

- Performance against policing plan targets
- Performance against other crime group indicators
- Organisational KPIs
- Organisational efficiency plans/HMIC value for money improvement plans
- Human Resources management information
- Delivery against the Protective Services assisted implementation plan
- Stop & Search usage and proportionality
- Neighbourhood Policing Performance
- Progress against post HMIC/NPIA inspection action/improvement plans (e.g. Critical Incidents, Major Crime, Serious & Organised Crime, Public Order, Civil Contingencies, Neighbourhood Policing and PNC)
- Progress against other major projects as monitored by the BTP Programme Board
- Progress against the Strategic Review Plan (responsibility for coverage to be discussed at Police Authority 8th July 2010).

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