

Report to: Performance Review Group
Agenda item: 3
Date: 22nd June 2010
Subject: Draft Work Plan and Proposed Meeting
Dates
Sponsor: Chair
Author: Sam Elvy
For: Discussion and approval

1. Purpose of paper

- 1.1 To propose a work plan for the Performance Review Group for 2010/11.
- 1.2 To confirm agreed meeting dates for the remainder of 2010/11.

2. Work plan 2010/11

- 2.1 Discussions with HMIC, NPIA and other authorities have directed the Police Authority to focus its reviews of performance on those areas of highest risk. As set out in item 2 on this agenda this could include risks in terms of;

Investment
Reputation
Legal compliance

- 2.2 Using this as a starting point the draft work plan attached at Appendix A has been developed and is presented to support discussion at this meeting about which items should be taken regularly and which topics could be the subject of more detailed focus in 2010/11.

Not Protectively Marked

3. Dates for future meetings

3.1 The following have been provisionally agreed as the dates for meetings 1-4 of the Performance Review Group.

Meeting 1	16 th July 2010 14.00-16.00	BTPA Offices Camden
Meeting 2	20 th October 2010 10.00-12.00	BTPA Offices Camden
Meeting 3	11 th January 2011 10.00-12.00	BTPA Offices Camden
Meeting 4	5 th May 2011 14.00-16.00	BTPA Offices Camden

4. Recommendation

4.1 The Performance Review Group is asked to discuss and recommend an outline work plan for 2010/11 including the standing items and themes for detailed focus. Also to note the proposed dates for future meetings.

Not Protectively Marked

Not Protectively Marked

APPENDIX A: DRAFT WORK PLAN

Meeting	Standing Items	Additional/Thematic Items
Launch meeting	None	<p>TORs and working style for approval</p> <p>Reporting style for approval</p> <p>Work plan for discussion and approval</p>
1 22 nd July	<p><u>Q1 Headlines report from BTP to include trends/exceptions from:</u></p> <ul style="list-style-type: none"> * Q1 Performance against policing plan targets * Organisational KPIs * Efficiency programme * HR Management Information - headlines/risks * Stop & Search data trends and commentary * Issues arising from Programme Board - including progress with HMIC inspections <p><u>Report from BTPA to include:</u></p> <ul style="list-style-type: none"> * Feedback from Member and Executive activities * BTPA Executive analysis & questions 	<p>Data quality review briefing (Crime recording/Stop & Search/HR data) - how is the data used by BTP/presented to the Authority audited and assured?</p> <p>Update on progress with HMIC report card/value for money submission to CIPFA (Police Objective Analysis report). [This item is also likely to generate more regular updates which will be circulated for information and comment offline.]</p> <p>Scoping discussion for thematic report to come to meeting 2 - suggest IT performance</p>

Not Protectively Marked

Not Protectively Marked

2 20 th Oct	As above for Q2	Brief update on CIPFA value for money report [improvement plan will become a standing report item] In depth review on a theme: Suggest IT performance Scoping discussion for thematic report to come to meeting 3 – suggest Protective Services Assisted Implementation
3 11 th Jan	As above for Q3	In depth review on a theme: suggest Protective Services Assisted Implementation Plan Scoping for thematic report to come to meeting 4 – suggest progress with Estates Plan
4 5 th May	As above for Q4	In depth review on a theme: suggest progress with estates plan

Other issues for consideration as thematic reports: (not exhaustive)

- Neighbourhood Policing
- Use of technology (e.g. PDAs) to improve efficiency and effectiveness
- Criminal Justice System processes
- Forensics
- Contact management
- Learning and development

Not Protectively Marked