

Report to: Performance Review Group
Agenda item: 4
Date: 15th May 2013
Subject: 2013/14 Membership, Terms of Reference &
work plan for approval
Sponsor: Chair, Performance Review Group
Author: Sam Elvy
For: Discussion and approval

1. Purpose of paper

- 1.1 To propose the revised membership, terms of reference and an initial work plan for the Authority's Performance Review Group for the 2013/14 business year.

2. Membership

- 2.1 The standing Performance Group membership for 2013/14 will be;

For BTPA

Liz France (Chair)

Anton Valk

Bill Matthews

2 x new Members tbc

BTPA Performance Review Manager (BTPA Executive lead)

BTPA Performance Analyst

For BTP

Deputy Chief Constable

Assistant Chief Constable Territorial Policing

BTP Head of Performance & Analysis

- 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 2013/14 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 in 2013/14) – 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
- Contribute relevant performance information to the Authority's Strategic Dashboard
- Oversee development of an annual operational and organisational performance commentary from the Authority to be included in the Authority's Annual Report and Accounts

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
- Seek to use existing sources of information or properly understand the resource implications of requesting new information

5. Work plan

- 5.1 For 2012/13 the Group developed a work plan to allow it to plan supporting activities and make most productive use of Group members' time in meetings. This approach was successful and has been replicated for 2013/14.
- 5.2 Following initial discussions with the Group Chair the draft work plan attached at Appendix B is recommended for approval.

6. Evaluation & Review

- 6.1 The work of the committee/group will be reviewed and evaluated annually and a draft work plan developed for the following 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

7. Recommendations

- 7.1 The Performance Group is asked to discuss and approve the draft terms of reference and style of working.
- 7.2 The Group is also asked to review and approve/suggest amendments to the proposed coverage of the group as set out at Appendix A.
- 7.3 Also to discuss and approve the draft work plan set out at Appendix B.

APPENDIX A

Proposed coverage of Performance Review Group in 2013/14

- Performance against 2013/14 Policing Plan targets
- Performance against other crime group indicators – cable theft to be a particular focus in 2013/14
- Delivery of BTP's Equality, Diversity & Human Rights (EDHR) Strategy
- Organisational KPIs – significant issues emerging
- Delivery of BTP's Protective Services capability including preparedness for deployments of firearms and Taser
- Stop & Search usage (all powers) and proportionality
- Resource deployment including the relationship between demand and availability and Neighbourhood Policing performance
- Fulfilment of additional statutory obligations arising in year
- *Suggested additions;*
 - *Performance in relation to staff, passenger and wider stakeholder confidence as monitored via the rail staff survey, the National Passenger Survey and research with key statutory stakeholders - methods to be developed in year*
 - *Exploring trends in performance by PSA holder*

To note: items previously taken by this Committee which are moving to other Committees from 2013/14

- Progress against other major projects as monitored by the BTP Programme Board - moves to Finance Committee
- 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) - moves to Audit & Risk Committee
- Human Resources management information – significant issues emerging - moves to People and Standards Committee
- Delivery of the 2011/14 Strategic Plan – year 1 (including Futures Programme) - moves to Strategy Committee

APPENDIX B: PERFORMANCE REVIEW GROUP DRAFT WORK PLAN 2013/14

Meeting	Part I: Standing Items	Part II: Additional/Thematic Items
Meeting 1: 22 July	<ol style="list-style-type: none"> 1. Minutes of previous meeting & matters arising 2. Performance Report (including BTP Dashboard), and supplementary analysis and issues raised by BTPA Executive 3. Reducing Disruption (Cable theft; Fatalities; Disruption reduction PSPs) 4. EDHR update – year end report 	<p>Data Quality (crime and incident data) annual report on data quality for review and discussion</p> <p>BTP disclosure unit – performance against internal KPIs and national standards</p> <p>Scoping discussion for thematic report for meeting 2: Update on Children and Young People theme from Jan 2013</p>
Meeting 2: 18 Oct	Mtg 2: 18 Oct	<p>Protective Services Themes : Safeguarding and promotion of child welfare update on theme from Jan 2013</p> <p>Scoping discussion for thematic report for meeting 3: Serious and organised crime – focus on volume crime TPP?</p>
Meeting 3: 16 Jan	Items 1-4 as above for Q3 (EDHR content TBC)	<p>Protective Services Themes – Serious and organised crime – focus on volume crime (TPP?)</p> <p>Scoping for thematic reports to come to meeting 4: ASB – impact of the BTP strategy on recording, identification of repeat and vulnerable victims and victim aftercare</p>
Meeting 4: 15 May	<p>Items 1-4 as above for Q4 (EDHR content TBC)</p> <p>Stop & Search Report (six month overview)</p> <p>Use of firearms and tasers (six month overview)</p>	<p>Thematic report: ASB – impact of the BTP strategy on recording, identification of repeat and vulnerable victims and victim aftercare</p> <p>Scoping for thematic report to come to 2013/14 meeting 1. Major crime – what this means for BTP with an illustrative focus on (tbc)</p>