

Report to: Performance Review Group
Agenda item: 8
Date: 5th May 2011
Subject: 2011/12 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 2011/12 business year.

2. Membership

- 2.1 The standing Performance Group membership for 2011/12 will be;

For BTPA

Howard Collins (Chair)

Michael Holden

James King

Liz France

Neil Scales

BTPA Performance Review Manager (BTPA Executive lead)

BTPA Performance Analyst

For BTP

Deputy Chief Constable

Assistant Chief Constable Territorial Policing

Acting HR Director

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 2011/12 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 2011/12) - 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 2010/11 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 2011/12.
- 5.2 Following initial discussions with the Group Chair and the Deputy Chief Constable 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 2011/12

- Delivery of the 2011/14 Strategic Plan - year 1 (including Futures Programme)
- Performance against 2011/12 Policing Plan targets
- Performance against other crime group indicators - cable theft to be a particular focus in 2011/12
- Delivery of BTP's Equality, Diversity & Human Rights (EDHR) Strategy
- Organisational KPIs - significant issues emerging
- Human Resources management information - significant issues emerging
- Delivery of BTP's Protective Services capability
- Stop & Search usage (all powers) and proportionality
- Resource deployment including the relationship between demand and availability and 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)
- Fulfilment of additional statutory obligations arising in year
- Progress against other major projects as monitored by the BTP Programme Board

APPENDIX B: PERFORMANCE REVIEW GROUP DRAFT WORK PLAN 2011/12

Meeting	Part I: Standing Items	Part II: Additional/Thematic Items
1 July	<p>Performance Dashboard</p> <p>Supplementary analysis and issues raised by BTPA Executive</p> <p>EDHR update Annual report - review of 2010/11</p> <p>Update on progress with HMIC report card inspection action plan</p> <p>Cable theft update</p>	<p>Review of progress with Strategic plan & Futures Programme (report 1 of 2)</p> <p>Protective Services Theme – Counter Terrorism</p> <p><i>Scoping discussion: thematic for meeting 2 – Sickness management and OH support function (issues raised at FMT)</i></p>
2 Oct	<p>As above for Q2 (EDHR operational delivery report)</p> <p>+ Any updates on new HMIC Inspection reports</p> <p>Stop & Search Report six month update</p>	<p>Protective Services Theme: Major crime cable theft</p> <p>Sickness management (including OH/wellbeing provision)</p> <p><i>Scoping discussion for thematic report to come to meeting 3: PS - Firearms capability – implementation update to include training and (restricted item?)</i></p>
3 Jan	<p>As above for Q3 (EDHR people & culture report)</p> <p>+ Any updates from HMIC Inspection reports (Data Quality inspection report due)</p>	<p>Review of progress with Strategic plan & Futures Programme (report 2 of 2) to include progress with delivery of training/development strategy</p> <p>Protective Services Themes – Development of a BTP Firearms capability</p> <p><i>Scoping discussion for thematic report to come to meeting 4t: critical incidents – response to July 7th inquiry recommendations</i></p>
4 May	<p>As above for Q4 (EDHR organisational processes report)</p> <p>+ Any updates on HMIC Inspection reports</p> <p>Stop & Search Report six month update</p>	<p>Protective Services Themes – ‘Critical Incidents’ - response to July 7th inquiry recommendations</p> <p><i>Scoping for thematic report to come to meeting 1 2012/13: tbc</i></p>