

**Report to:** People and Standards Committee  
**Agenda :** 4  
**Date:** 16 May 2013  
**Subject:** Draft Committee Work Plan for 2013/14  
**Sponsor:** Chair  
**Author:** Lucy Yasin  
**For:** Approval

The Forum  
5th Floor North  
74-80 Camden Street  
London NW1 0EG

T: 020 7383 0259  
F: 020 7383 2655  
E: general.enquiries  
@btpa.police.uk

[www.btpa.police.uk](http://www.btpa.police.uk)

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## 1. Purpose of paper

- 1.1 To outline the new look of the Committee and propose the work plan for the 2013/14 business cycle year.

## 2. The Terms of Reference

- 2.1 The new terms of reference clearly separate the two roles of the Committee with respect to people and standards. It is recommended that meeting agendas are split into these distinct areas to ensure consistency of focus and that those attending are only present for the relevant sections.
- 2.2 The terms of reference:

### ***Part 1: Standards and Integrity***

- To assess the measures taken by the Force to ensure police integrity
- To respond to consultations on police integrity and pertaining to professional standards
- To assess the impact for the Authority and Force of proposed changes in the professional standards and police integrity area, making appropriate recommendations to the Authority
- Satisfy itself as to the operation of the complaints, discipline and grievance processes within the Force
- Oversee BTP compliance with legislative requirements and guidance with respect custody facilities
- Analyse the output from the independent custody visiting scheme and escalate any issues as appropriate.
- Track trends in relation to public complaints, non complaint investigations and investigations into civil claims and internal matters conducted by the

Professional Standards Department (PSD) and make recommendations as appropriate

- Monitor the mandatory requirement for referral of cases to the IPCC

**Part 2: People**

- Oversee the development and maintenance of the Force's capability and representation through oversight of the HR and Learning and Development departments.
- Monitor and assess key HR data relating to recruitment, retention, progression, attendance and grievances.
- To be consulted on and advise on policy changes at an early stage.
- To oversee the restructure of the Human Resources Department

2.3 How the fulfilment of each objective will achieved is included in the work plan at Annex A.

2.4 The Committee will meet at least 4 times a year; however the Chair of the Committee may convene additional meetings, as they deem necessary. Following each meeting the Committee will formally report to the Authority in writing updating on any significant matters arising.

### **3. Membership**

3.1 The standing membership for 2013/14 will be:

For BTPA

Len Jackson (Chair)

Lew Adams

Elizabeth France

2x vacancies to be filled from 1 July

Authority Business Manager

For BTP

Deputy Chief Constable (Executive lead for BTP)

Head of PSD (Standards only)

Head of People and Development (People only)

3.2 Other Authority or BTP representatives will be invited to attend to speak to, or support discussions on, agenda items as they arise throughout the year. Authority Members who are not formal members of the Committee may attend where there is an item of interest but will have no voting rights.

## **4. Style of working**

- 4.1 The Committee is primarily intended to be a discussion and challenge forum with all attendees 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 policies and processes in the HR and professional standards areas;
  - identify relevant benchmarking data from both policing and non-policing sources, in order to better understand BTP's relative performance in the areas of people and standards; and
  - develop and monitor action/improvement plans to drive improvements in agreed areas of risk.
- 4.2 Wherever possible the work of the Committee will;
- be based on joint working and supportive challenge;
  - focus in detail on the reporting and discussion of exceptions; and
  - seek to use existing sources of information, or properly understand the resource implications of requesting new information.

## **5. Work plan**

- 5.1 The work plan has been developed to help the Committee to plan supporting activities and make most productive use of Members' time in meetings.
- 5.2 Following initial discussions with the Committee Chair and the Force a draft work plan is attached at Annex A and is recommended for approval. However, it should be noted that the work plan will be a live document and may be subject to change during the year as priorities shift.
- 5.3 The work plan covers how the terms of reference will be delivered, standing items and suggested themes.

## **6. Evaluation and review**

- 6.1 The work of the committee will be reviewed and evaluated annually and a draft work plan developed for the following year. Feedback will be sought from the Committee membership, the wider Authority membership, executive staff, force colleagues and stakeholders and will include;

- scope/coverage of the committee's oversight work;
- the approach to people and standards reporting and scrutiny;
- the extent to which the work of the committee has contributed to the Authority's achievement of its statutory duties; and
- the effectiveness of the Committee's reporting back to, and discussions led, at the full Authority

## **7. Recommendations**

7.1 The Committee note the report.

7.2 The Committee approve the draft work plan at Annex A.

## The Annual Workplan

### The Terms of Reference and how these will be fulfilled

Terms of Reference	How fulfilled in 2013/14
<b>Part 1: Standards and Integrity</b>	
1. To assess the measures taken by the Force to ensure police integrity.	The Committee to receive updates on progress against the action plan following the Without Fear or Favour Report
2. To respond to consultations on police integrity and pertaining to professional standards	All consultation requests to be circulated to Members for feedback and approved out of committee.
3. To assess the impact for the Authority and Force of proposed changes in the professional standards and police integrity area, making appropriate recommendations to the Authority	The Committee to receive reports keeping them up to date on the proposed changes including an assessment of how the changes may impact the Authority and BTP. The Committee to make recommendations to the Authority where appropriate.
4. Satisfy itself as to the operation of the complaints, discipline and grievance processes within the Force	The Committee to conduct a file review of completed complaint files at least once. The Committee to receive quarterly reports including grievance and employment tribunal statistics, with a particular focus on timeliness for grievances.
5. Oversee BTP compliance with legislative requirements and guidance with respect custody facilities	The Committee to receive a report in January and July providing assurance that BTP custody facilities are compliant with legislative requirements and government guidance.
6. Analyse the output from the independent custody visiting scheme and escalate any issues as appropriate.	Quarterly reports from ICV providers to be brought to each meeting and any issues to be highlighted. The Committee to escalate issues through the action process
7. Track trends in relation to public complaints, non complaint investigations and investigations into civil claims and internal matters conducted by the Professional Standards Department	A Quarterly Performance Report to be received from PSD in accordance with the service level agreement.

(PSD) and make recommendations as appropriate	
8. Monitor the mandatory requirement for referral of cases to the IPCC	The Quarterly Report to include a breakdown of IPCC referrals and the file review process to help identify that complaints are being handled appropriately.
<b>Part 2: People</b>	
9. Oversee the development and maintenance of the Force's capability and representation through oversight of the HR and Learning and Development departments.	TBC - This will be discussed at pre-session to the May meeting
10. Monitor and assess key HR data relating to recruitment, retention, progression, attendance and grievances.	TBC- This will be discussed at pre-session to the May meeting
11. To be consulted on and advise on policy changes at an early stage.	TBC - This will be discussed at pre-session to the May meeting
12. To oversee the restructure of the Human Resources Department	TBC- This will be discussed at pre-session to the May meeting

### The Meetings

<b>Meeting</b>	<b>Standing Items</b>	<b>Part 1: Standards</b>	<b>Part 2: People</b>
24 July 2013: Quarter 1  Suggested thematic: Police Integrity - covering IPCC Changes, regulatory change, Hillsborough and PIRC	Minutes of previous meeting Matters arising Update from the Chair	PSD Quarterly report Business Plan Progress Update Authority Quarterly Report	TBC
23 October 2013 : Quarter 2  Suggested thematic: HR and Force Restructure	Minutes of previous meeting	PSD Quarterly report Business Plan Progress Update Authority Quarterly Report Annual File Review	TBC
22 January 2014: Quarter 3	Matters arising	PSD Quarterly report Business Plan for comment	TBC

Suggested thematic: Vetting - implications of mass screening		Authority Quarterly Report	
30 April 2014: Quarter 4 Suggested thematic: People Oversight - review of first year	Minutes of previous meeting Matters arising Update from the Chair 2014/15 Draft work plan	PSD Quarterly report End of Year Business Plan Report PSD Risk Register Authority Quarterly Report	TBC