

CBSL

AREA COMPLIANCE CHECKS SUMMARY OF CORPORATE MATTERS

British Transport Police

FINAL



August 2012

2012/13

Area Compliance Checks – Summary of Corporate Matters

- EXECUTIVE SUMMARY -

INTRODUCTION

1. We have carried out Area Compliance Checks at two Areas (London South and Wales and Western) of the British Transport Police. The reviews were carried out in July 2012 as part of the planned internal audit work for 2012/13. This report provides a summary of the corporate matters identified that need to be considered across all the Areas.

KEY FINDINGS

2. The key control and operational practice findings that need to be addressed in order to strengthen the control environment are set out in the individual Management Action Plans in the separate reports on the two Areas reviewed.

MANAGEMENT RESPONSES

3. Recommendations for improvements should be assessed by the Force for their full impact before they are implemented.

RELEASE OF REPORT

4. The table below sets out the history of this report.

Date draft report issued:	3 rd August 2012
Date management responses recd:	20 th August 2012
Date final report issued:	22 nd August 2012

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SUMMARY OF CORPORATE MATTERS

Finding	Corporate Recommendation arising from the individual Compliance Reviews	Response	Identified in previous year's Compliance Summary Report
Vehicles			
<p>Testing carried out in the London South and Wales and Western Areas highlighted that drivers of police vehicles do not always provide receipts for fuel purchases and attach these to the log sheets.</p> <p>Testing carried out in the London South and Wales and Western Areas also highlighted inconsistencies with regard to the approach taken by Officers In Charge to signing log books to confirm their completion as required under the SOP.</p>	<p>A reminder be issued to all drivers of Force vehicles that fuel receipts should be attached to the logs.</p> <p>An instruction is issued to all Areas reminding Officers In Charge of their responsibilities with regard to the signing of log books.</p>	<p><i>Agreed the requirement that each completed log sheet is initialled by the driver for each journey and completed log sheets signed off by the supervisor/line manager to include checking of fuel receipts will be reissued</i></p> <p><i>Instructions will be incorporated into the weekly Forcewide newsletters 24/08/12, a general reminder will be sent to all British Transport Police officers and staff who hold a permit to drive W/C 27/08/12.</i></p> <p><i>Agreed instruction will be reissued to remind of the requirement of checking log</i></p>	<p>Yes</p>

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Finding	Corporate Recommendation arising from the individual Compliance Reviews	Response	Identified in previous year's Compliance Summary Report
		<p><i>sheets, driver's daily checks, Service, Maintenance and Repair (SMR) books and the Vehicle Damage Record as per Driving Standards requirements. The document will be agreed by the Force Driving Standards Coordinator and Vehicle Fleet Manager and endorsed by the Professional Standards Integrity and Compliance Board. Furthermore it has been agreed with Health and Safety (H&S) to add the monitoring of this requirement to the monthly H&S audits and any non compliance will be flagged up to Vehicle Fleet Management Department (VFMD) via the Area/ Force Headquarters (FHQ) H&S representatives to enable early intervention via VFMD and the Area /FHQ Driving standards Officers (DSO'S).</i></p> <p><i>Instructions will be sent to the Area and FHQ representatives W/C 27/08/12, reminding them of their responsibilities' as per the</i></p>	

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Finding	Corporate Recommendation arising from the individual Compliance Reviews	Response	Identified in previous year's Compliance Summary Report
		<i>Driving Standards SOP in regard to checking and signing off of completed log sheets.</i>	
