

Report to: People and Standards Committee
Agenda #: 8
Date: 30 April 2014
Subject: Draft Committee Work Plan for 2014/15
Sponsor: Chair
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For: Approval

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1. Purpose of paper

- 1.1 To review the terms of reference Committee and propose the work plan for the 2014/15 business cycle year.

2. The Terms of Reference

- 2.1 The terms of reference clearly separate the Committee's role with respect to people and standards. The current terms of reference are:

Standards and Integrity

- To assess the measures taken by the Force to ensure police integrity, counter corruption and identify breaches
- 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 including the monitoring of progress against IPCC recommendations
- 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

People

- Oversee the development and maintenance of the Force's capability and representation through the monitoring of key HR data relating to recruitment, retention, progression and management of attendance.
- To oversee the restructure of the People and Development Department

2.2 **Does the Committee feel that any amendments are required to these terms of reference for 2014/15?** It is suggested that as the restructure of the Human Resources Department has been completed that this be removed. Furthermore, that the oversight of grievance and employment tribunals be moved from the standards section of the terms of reference to the people section. The addition of a further item to cover the Committee's role in oversight of the People Strategy (once completed) would also provide clarity. The terms of reference in the draft work plan at Annex A have these suggested changes in place.

2.3 Meetings agendas have also been split to ensure consistency of focus and that those attending are only present for their relevant sections. **How does the Committee feel this approach has been working?**

3. Membership

3.1 The standing membership for 2014/15 will be:

For BTPA

Len Jackson (Chair)
Lew Adams (to 30 June 2014)
Elizabeth France
Stella Mair Thomas
Industry Member vacancy to be filled on recruitment
Authority Business Manager (Executive lead for the Authority)

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 continues to be primarily 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 A draft 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.

Annex A - The draft annual work plan

The Terms of Reference and how these will be fulfilled

Terms of Reference	How fulfilled in 2014/15
Part 1: Standards and Integrity	
1. To assess the measures taken by the Force to ensure police integrity, counter corruption and identify breaches	The Committee to review the relevant policies and processes
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 and discipline processes within the Force including the monitoring of progress against IPCC recommendations	The Committee to conduct a file review of completed complaint files at least annually. IPCC and PIRC recommendations to be included in the Quarterly Report, along with progress on implementation.
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 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 (PSD) and make recommendations as appropriate	A Quarterly Performance Report to be received from PSD in accordance with the service level agreement.
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.

Part 2: People	
9. Oversee the development and maintenance of the Force's capability and representation through the monitoring of key HR data relating to recruitment, retention, progression and management of attendance.	The Committee to receive quarterly reports including data in accordance with the agreed requirements (see email 09/07/13)
10. Satisfy itself as to the operation of the dispute processes within the Force and monitor employment tribunal numbers, allegation categories and outcomes	The quarterly report to include a section on dispute resolution and employment tribunals, with particular emphasis on timeliness and outcomes.
11. To monitor and provide supportive challenge on P&D's implementation of the P&D Plan under the corporate Resources Strategy 2014-19	The Committee to receive a quarterly report updating on progress against the objectives within the Plan.

The Meetings

Meeting	Standing Items	Part 1: Standards	Part 2: People
23 July 2014: Quarter 1 Suggested thematic: People Strategy	Minutes of previous meeting Matters arising Update from the Chair	PSD Quarterly report Business Plan Progress Update Authority Quarterly Report	Quarterly People Report People and Development Plan Progress Report
22 October 2014 : Quarter 2 Suggested thematic: College of Policing and Code of Ethics	Minutes of previous meeting Matters arising Update from the Chair	PSD Quarterly report Business Plan Progress Update Authority Quarterly Report Annual File Review	Quarterly People Report People and Development Plan Progress Report
21 January 2015: Quarter 3 Suggested thematic: TBC	Minutes of previous meeting Matters arising Update from the Chair	PSD Quarterly report Business Plan for comment Authority Quarterly Report	Quarterly People Report People and Development Plan Progress Report
29 April 2015: Quarter 4 Suggested thematic: TBC	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	Quarterly People Report People and Development Plan Progress Report Annual Authority People Report