

Report to: Performance Review Committee
Agenda item: 3
Date: 22 July 2014
Subject: 2014/15 Membership, Terms of Reference & work plan for approval
Sponsor: Chair, Performance Review Committee
Author: Sam Elvy
For: Discussion and approval

1. Purpose of paper

- 1.1 To propose the membership, terms of reference and an initial work plan for the Authority's Performance Review Committee for the 2014/15 business year.

2. Membership

- 2.1 The standing Performance Committee membership for 2014/15 will be;

For BTPA

Liz France (Chair)

Catherine Crawford

Bill Matthews

Mark Phillips

Andrew Pollins

BTPA Performance Review Manager (BTPA Executive lead)

BTPA Performance Analyst

For BTP

Deputy Chief Constable

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 2014/15 the Performance Review Committee 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 2014/15) – this will not include oversight of financial (capital/revenue expenditure) performance data which is within the remit of the finance group.
- Include a programme of thematic reviews to focus in more depth on specific issues and areas of work, to include BTP's capability to deliver protective services and have regard to the Strategic Policing Requirement.
- 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 committee 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 committee 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 2013/14 the Committee developed a work plan to allow it to plan supporting activities and make most productive use of Committee members' time in meetings. This approach was successful and has been replicated for 2014/15.
- 5.2 Following initial discussions with the Committee Chair the draft work plan attached at Appendix B is recommended for approval.

6. Evaluation & 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, from the wider authority membership, executive staff, force colleagues and stakeholders and will include;
 - Scope/coverage of the committee's oversight work
 - The approach to performance reporting and scrutiny
 - The extent to which the work of the committee has effectively identified good and/or poor performance and supported continuous improvement - i.e. what results have been achieved?
 - The effectiveness of the committee's reporting back to, and discussions led at, the full Authority

7. Recommendations

- 7.1 The Performance Committee is asked to discuss and approve the draft terms of reference and style of working.
- 7.2 The Committee is also asked to review and approve/suggest amendments to the proposed coverage of the committee 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 Committee in 2014/15

- Performance against 2014/15 Policing Plan targets
- Performance against other crime group indicators
- Delivery of the operational strand of BTP's Equality, Diversity & Human Rights (EDHR) Strategy
- Organisational KPIs - significant issues emerging
- Delivery of BTP's Protective Services capability and have regard to the Strategic Policing Requirement, including preparedness for deployments of firearms and Taser
- Stop & search usage (all powers) and proportionality
- Fulfilment of additional statutory obligations arising in year
- Performance in relation to staff, passenger and wider stakeholder confidence as monitored via the rail staff survey, the National Passenger Survey, BTP rail staff survey and research with key statutory stakeholders - methods to be developed in year
- Exploring trends in performance by PSA holder - to be taken as a protected item initially while scope and depth of work is being agreed
- Delivery against the relevant HMIC improvement plans?
- Programme of thematic reviews as set out in the annual work plan

APPENDIX B: PERFORMANCE REVIEW COMMITTEE WORK PLAN 2014/15

Meeting	Part I: Standing Items	Part II: Additional/Thematic Items
Meeting 1: 22 July	1 - 2. Minutes of previous meeting & matters arising 3. Performance Report (including BTP Dashboard), to include a section on route-based reporting, and supplementary analysis & issues raised by BTPA Executive 4. EDHR update – year end report, and scene set for approach for the coming year	Report on data quality (crime and incident data recording and other data sources table) Scoping discussion for thematic reports for meeting 2: Stop and search; and Use and recording of out of court disposals.
Meeting 2: 21 Oct	Items 1-4 as above for Q2 (EDHR content TBC) Stop & Search Report (six month overview) Use of firearms and tasers (six month overview)	Stop and search Use and recording of out of court disposals Scoping discussion for thematic reports for meeting 3: Trespass - BTP's work to tackle trespass; and Operation Trafalgar.
Meeting 3: 16 Jan	Items 1-4 as above for Q3 (EDHR content TBC)	Trespass - BTP's work to tackle trespass Operation Trafalgar Scoping discussion for thematic report for meeting 4: Protective Services Theme: Cyber-crime.
Meeting 4: 15 May	Items 1-4 as above for Q4 (EDHR content TBC) Stop & Search Report (six month overview) Use of firearms and tasers (six month overview)	Protective Services Theme: Cyber-crime Scoping discussion for thematic reports in 2015/16.