

British Transport Police Authority

Member Appointment: *Candidate Brief*

November 2014



Department
for Transport



How to apply

Please submit the following completed documentation:

1. Full curriculum vitae with your educational and professional qualifications and full employment history.
2. An Expression of Interest which sets out how you meet the criteria for the role.
3. Public Appointments Monitoring form
4. Conflict of Interest form
5. Political Activity form
6. Referees form

Applications should be sent electronically or in hard copy for the attention of Ms Laverne Bryant, Executive Assistant.

Email laverne.bryant@btp.pnn.police.uk

Post Laverne Bryant
Executive Assistant
British Transport Police Authority
The Forum
5th Floor North
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London NW1 OEG

Telephone 020 7388 2643

The closing date is Friday 12 December 2014.

Please contact Laverne Bryant if you would like this pack in an alternative format, such as audio, Braille, or large print.

If you wish to complain about anything to do with this campaign details of how to do so can be found at the website of the Commissioner for Public appointments:

<http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/>

Introduction

The British Transport Police Authority (BTPA) is a statutory body and was established on 1 July 2004 under the Railways and Transport Safety Act 2003. This Act set out fresh arrangements for the operation and oversight of the British Transport Police (BTP) and can be viewed at: <http://www.legislation.gov.uk/ukpga/2003/20/contents>.

The Secretary of State for Transport is responsible for appointing the members of the Authority, including the chairman and deputy chairman (Millie Banerjee and Brian Phillpott respectively).

These members include, as required by the Act:-

- At least four persons who have knowledge of and experience in relation to the interests of persons travelling by railway;
- At least four persons who have knowledge of and experience in relation to the interests of persons providing railway services;
- A person who has knowledge of and experience in relation to the interests of employees of persons providing railway services;
- A person who has knowledge of the interests of persons in Scotland and who is appointed following consultation with the Scottish Ministers;
- A person who has knowledge of the interests of persons in Wales and who is appointed following consultation with the National Assembly for Wales; and
- A person who has knowledge of the interests of persons in England.

The Secretary of State will seek to appoint up to four Members who have experience of and has shown capacity in relation to matters relevant to the policing of the railways.

The Railways and Transport Safety Act 2003 provides for the Secretary of State for Transport to appoint between eleven and seventeen members to the BTP Authority.

The Secretary of State is now looking to appoint:

- Three members who have knowledge and experience in relation to rail industry interests
- One Member with knowledge of rail staff interests

Role of the British Transport Police Authority

BTPA's responsibilities are to set the strategy, policing plans and budget; making senior appointments and holding the Chief Constable to account. An overview of the Authority's primary duties is below:

Setting BTP's strategy: BTPA is responsible for setting objectives for the British Transport Police before the beginning of each financial year. The Police Authority announces these objectives, as well as its strategic direction and performance review of the Force through a number of publications:

- Its annual Policing Plan contains the Authority's priorities for the year, the financial resources it expects to be available and how it proposes to allocate those resources.
- The Strategic Plan sets out the Authority's medium-term and long-term strategies for policing the railways during that period; the latest plan covers 2011-14.
- Finally, the Annual Reports are published after the end of each financial year and cover the policing of the railways in that year.

BTP's funding and budget: BTPA determines the budget of the police force – formally called the British Transport Police Fund – and allocates resources to individual departments from it. The Authority maintains the accounts of the British Transport Police and makes arrangements to have the accounts for each financial year audited.

Police Service Agreements: BTPA enters into agreements with train, freight and other operating companies in order to provide a policing service to their railway or railway property. These agreements, referred to as Police Services Agreements (PSAs), also require the companies to make payments for the service. When, for instance, a new rail franchise is awarded by the Department for Transport, the winning company is usually required to enter into a new or existing PSA with BTPA.

Performance monitoring: Members of the Authority provide oversight and scrutiny of BTP's performance during the year.

Appointments: The Authority is responsible for recruitment for senior vacancies in the police force and for members of staff to the BTPA Executive. Although it does not appoint other officers and members of staff in the British Transport Police, BTPA is their employer.

Public consultation: BTPA is required to make, and review from time to time, arrangements to speak to members of the rail community for their

views on the policing of the railways. Rail passengers, workers and the industry are among those we are required to consult.

Regulation of the British Transport Police: As with Home Office forces in England and Wales, for which regulations are issued under sections 50-52 of the Police Act 1996, the Authority is able to issue regulations for the British Transport Police as described by the Railways and Transport Safety Act 2003.

Ensure the efficient and effective policing of the railways, having regard to objectives and performance targets set by the Authority and the Secretary of State, the annual railways policing plan issued by the Authority, and the National Policing Plan and any Codes of Practice issued by the Secretary of State.

BTPA is supported by an Executive team, with a Chief Executive who is the Accounting Officer for the British Transport Police Fund.

British Transport Police force

British Transport Police (BTP) is the national dedicated police force for the railways, providing a policing service to rail operators, their staff and passengers throughout England, Wales and Scotland. The Force is also responsible for policing the London Underground system, the Docklands Light Railway, the Midland Metro tram system, Croydon Tramlink and the Glasgow Subway. It provides visibility and reassurance for over 6 million passengers and 400,000 tonnes of freight that use the trains on some 10,000 miles of track.

BTP has 2,842 police officers, 373 Police Community Support Officers, 252 special constables and 1407 civilian support staff (June 2012 data). The Force has an annual budget of around £270 million and is funded by the train operating companies, Network Rail, Transport for London and some smaller operators. There is a Chief Constable for the Force and an executive team based at the BTP's Headquarters in London with seven territorial "basic command units" across England, Scotland and Wales. In line with local police forces, BTP has adopted a rolling three-year strategic plan together with an annual railways policing plan through which the Authority sets the operational targets for BTP.

BTP exists to provide a dedicated policing service to meet the unique needs of the railway environment, tackling some of the most difficult challenges in policing, from dealing with anti-social behaviour on the railways to fighting terrorism. The Force aims to provide a quality policing service, which means staying in the forefront of developments in the railway industry and policing generally, and making full use of modern

technology to track, prevent and detect crimes across Great Britain.

BTP has developed an excellent reputation for its approach to counter-terrorism, the management of major incidents and the policing of travelling football followers.

BTP's strategic approach

BTP's aim is to provide a policing service which delivers a safe railway environment which is free from disruption and fear of crime. In 2011, the Police Authority set four key objectives for British Transport Police to focus upon for the duration of its strategic period. These are:

1. Helping to keep rail transport systems running
2. Helping to make rail transport systems safer and more secure
3. Deliver value for money through continuous improvement
4. Promoting confidence in the use of rail transport systems

Further detail on these strategic objectives can be found on the BTPA website at this address: <http://btpa.police.uk/police-strategy>

BTP works closely with those who manage and own the railway and staff working throughout the railway system. The relationship with rail businesses is important because they fund the Force to help protect their customers, staff and property. This is in addition to the resources that they themselves commit to providing their own security measures.

The Force intends to promote equal opportunities by:

- Treating everyone fairly, with respect and dignity;
- Eliminating all forms of harassment, bullying and victimisation;
- Providing an inclusive, supportive work environment so that staff of all backgrounds can achieve their best – taking positive action where necessary;
- Discriminating only where there is a genuine occupational requirement to do so.

The Force's aim is to value diversity by:

- Valuing differences between people and communities, and respecting diverse lifestyles;
- Actively reaching out to, communicating and consulting with communities, to better understand and meet their needs;
- Winning the trust and co-operation of those the Force serves to help achieve objectives;

- Developing a workforce that reflects the diverse communities served.

In addition to dealing with crime, BTP deals with victims of crime either directly or in liaison with victim support agencies. The Force is also playing an increasing role in community partnerships set up under the Crime and Disorder Act and with local authorities and local police forces.

Role specification

Members of the Authority play an active role in working towards ensuring that an effective and efficient police service is provided on the railways. Collectively, the Authority will be accountable for the discharge of the responsibilities set out in the legislation. Members' primary responsibility will be to the work of the Authority as a whole rather than as a representative of the area from which they come.

In order to fulfil this role, the Secretary of State expects that a Member will be required to commit 30 days a year to Authority business, although this may not necessarily arise in a regular pattern. Whilst most of the work will take place in Camden in London, where both the Authority and the Force are based, there may be some requirement to travel to other parts of the country where the BTP operates.

This recruitment campaign is seeking to find up to four Members to join the Authority from April 2015:

- three Members with knowledge of rail industry interests; and
- one Member with knowledge of rail staff interests.

Responsibilities

- To carry out collectively all the statutory and locally determined requirements of a Member of the Authority, including participation in formulating policy, decision making and contributing to the work of the Authority in relation to determining the budget and charges to be made to train operators, determining policing priorities, agreeing the annual railways policing plan, best value plan and other issues;
- To be involved in the work of the Authority as required, including membership of any committees, panels or working groups which are established by the Authority or undertaking a lead role in aspects of work if the Authority determines that that is an effective way of conducting its business;
- To undertake an interest in the regional work of the Force, as agreed by the Authority;

- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics and ensure that the Authority operates within the legislative policy and resources framework agreed with the Secretary of State. Members are expected to adhere to the spirit of The Seven Principles of Public Life at Annex A.

In undertaking this role the Member will be expected to:

- Maintain an up-to-date knowledge and awareness of issues affecting the policing of the railway network;
- Monitor, scrutinise and challenge all aspects of Force performance, in particular to ensure the delivery of planned results against agreed objectives, targets and performance indicators;
- Participate in any consultative arrangements that the Authority establishes and actively engage in communication and dialogue with the rail industry, Government, passengers and other stakeholders when required;
- Represent the views of the Authority with stakeholders as and when required by the Authority;
- Promote equality of opportunity in work to eliminate unlawful discrimination, both internally within the Authority and Force and in the provision of policing services;
- Attend local, regional and national conferences/seminars/briefings if nominated by the Authority;
- Participate in inspections and audits of the Force and Authority, as appropriate;
- Assist the Chair in the strategic direction of the Authority and corporate business plans; and
- Support the Chair in overseeing the management of the Force as a whole.

Candidate profile

Essential criteria

- A track record of success at senior level in either an executive or non-executive capacity;
- Good team-working and interpersonal skills with the ability to challenge accepted views constructively;
- Sound judgement and high level of personal integrity;
- Experience of engaging effectively with the commercial world;
- An understanding of the railway industry and its policing requirements;
- Commitment to an equal opportunities and diversity agenda.

Desirable criteria

- Skills in specific areas such as financial, human resources, IT and procurement management achieving best value, performance management, strategic change;
- Ability to represent a wide range of people in the community;
- Knowledge of:
 - the criminal justice system;
 - the travelling public and other stakeholders;
 - the pressures and challenges facing the Force.

Disqualification and conflicts of interest

There are certain statutory restrictions placed on those who can be a Member of the Authority. Anyone who meets any of the criteria listed below is prevented from being a member of the Authority:

- They are under the age of 21;
- They are an officer or employee of a Police and Crime Commissioner, the Mayor's Office for Policing and Crime and the Scottish Police Authority;
- They are an officer or employee of the British Transport Police

Authority;

- They are a serving police constable;
- They are subject to:
 - o a bankruptcy restriction order (including an interim order);
 - o a disqualification order under the Company Directors Disqualification Act 1986 or Companies (Northern Ireland) Order 1989;
 - o an order under section 429(2)(b) of the Insolvency Act 1986;
- Within the last five years they have been convicted of an offence and sentenced to imprisonment for a term of at least three months.

If you are in doubt about your eligibility or any possible conflicts of interest please contact Laverne Bryant using the contact details at the front of this pack.

Terms and conditions of the appointment

- The appointment will be for a term of four years from April 2015 with a possibility of an extension for one further term.
- The time commitment required will be 30 days (plus travelling time) per year for preparation and attendance at Authority meetings. Depending on the work programmes that will be determined by the Authority this will involve workshops and sub- committees including visits to operational sites and attendance at events and meetings outside London. Some evening commitment may be required.
- Remuneration for the post is currently £16,066 per annum. Your remuneration will be subject to tax and national insurance at contracted out rates unless you have made a special arrangement with your tax inspector or the Department for Work and Pensions. Remuneration is non-pensionable.
- You will be entitled to travel and subsistence expenses incurred and other expenses, including any childcare costs, necessarily incurred on business in accordance with the arrangements made by the Authority and agreed by the Secretary of State. Costs will be met from within the Authority's budget.

Selection process and timing

Applications will be considered by a selection panel comprising:

- Chair of the British Transport Police Authority;
- A representative from the Department for Transport; and
- An Independent Public Appointments Assessor.

The selection process will consist of a sift of applications to produce a shortlist of candidates. Those shortlisted will be invited to an interview which is expected to be held in London during the weeks commencing 2 or 9 February 2015.

The selection panel will submit recommendations to the Secretary of State for Transport who will make the appointment. We anticipate informing those interviewed of the outcome later in February or March 2015. There also will be a press notice announcing the outcome after all the candidates have been informed.

If selected for interview you will be entitled to claim back any costs incurred associated with the journey and reasonable refreshments.

Equal Opportunities

The Department for Transport is committed to the principle of public appointments based on merit with independent assessment, openness and transparency of process. This appointment process will be conducted in accordance with the Commissioner for Public Appointments' Code of Practice.

Annex A

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.