

**Report to:** Police Authority  
**Agenda item:** 4  
**Date:** 28 January 2016  
**Subject:** Chief Executive's Report  
**Sponsor:** Chief Executive  
**For:** Information

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## 1. Purpose of Paper

1.1 The purpose of this report is to summarise the work of the British Transport Police Authority Executive since the last British Transport Police Authority ("Authority") meeting on the 10 December 2016.

## 2. Ex-Gratia Payments Summary

2.1 Since the last meeting the Authority has made one submission for DfT and this was approved.

## 3. Out of Committee Decisions

3.1 There are no 'Out of Committee Decisions'.

## 4. Q3 2015-16 Strategic Dashboard

4.1 This is attached as **Appendix A**. The issues driving the Red Status for Performance, Finance and Audit are to be covered in the Committee reports.

## 5. Stakeholder engagement activity

5.1 Following previous 1:1 interviews with industry stakeholders feedback received on a range of issues including what aspects of BTP's policing services were most valued by the Industry, the perceived impact of restricting the Force in 2014 and an assessment progress against the Strategic Plan, meetings are in the progress for the Chair to meet senior industry representatives. Meetings arranged so far:

- Mark Carne/Network Rail - 20.1.16
- Andy Cooper/Cross Country - 21.1.16
- Jeff Halliwell & Anthony Smith/Transport Focus - 25.1.16
- Charles Horton/Govia Thameslink Railway - 1.2.16
- Phil Bearpark/Virgin West Coast - 2.2.16
- Mike Brown/LU - 10.2.16

## 6. Governance

- 6.1 The Chair met Andy Murray, Partner – lead, Baker Tilly/RSM UK Consulting on 15.1.16 to discuss the Governance Review.
- 6.2 All Members of the Governance Review team have been vetted to NPPV Level 2.
- 6.3 The Governance panel progress review meeting is to take place on Friday 29 January 2016.
- 6.4 Progress as at 22 January 2016 is reported by Andy Murray and his team, as follows:-
  - 1) We've completed our initial review of documentation and continue to review additional documents as they are provided.
  - 2) We've sat in on quite a few meetings, committees and boards over the past few weeks and will be sitting in on several more between now and when we issue our draft report. The only BTPA committee we will not have sat in on will be the Appointments and Remuneration Committee, but we'll address our observations here through reviewing the past year's minutes and through interviewing the committee's members.
  - 3) The survey to provide input to the cultural aspects of the review went out this week, aligned to the latest initiative regarding VITAL behaviours. We've had a good set of responses so far.
  - 4) From the above it's now clear who in our team will need to be interviewing who within DfT, BTPA and BTP - Lucy Barwise (cc'd) from my team will be liaising with Elaine and Laverne to set those up over the next 2-3 weeks to fit in with people's availability. Note that the interviews with members will be by phone.
  - 5) We have scheduled a 'war room' for 16-19 Feb for my team to go through our collective observations / records to explore our findings and recommendations relating to the seven question in the Terms of Reference.
  - 6) We have scheduled field trips for the comparator organisations to seek information relating to our findings for w/c 22<sup>nd</sup> Feb
  - 7) We intend to issue our draft report on 26<sup>th</sup> Feb for presentation at the Audit & Risk Committee on 3<sup>rd</sup> March.

## 7. PSAs / Contracts

7.1 The PSA and EPSA for HS1, having been approved by the DfT, and have been signed.

## 8. Pension Transferees

8.1 Since the last Authority meeting there have been no request for Home Office officers to join the BTP 35 Year pension scheme on transfer into the Force.

## 9. Contracts

9.1 **The Chief Executive sealed and signed the following contract:**

- PSA with HS1 x 2 - 14.12.15
- EPSA with HS1 x 2 - 14.12.15

9.2 **The Finance Director signed the following contract:**

- Contract Notice 2015/5 011-015068 - BTP Command & Control System - capped at £300K exclusive of VAT

9.3 The Finance Committee have approved the Integrated Systems Programme Contract and approved the Body Worn Video Business Cases. It is anticipated that the contracts with accompanying briefs will be circulated Out-of-Committee.

## 10. Finance Review Report

10.1 The Audit and Risk Committee have reviewed the original plan sent to the DfT.

10.2 As a result the Finance and Transformation teams prepared a more detailed "to - do" plan in order to more easily track the achievement of milestones communicated to the DfT.

10.3 This plan and the mapping back to the original DfT plan has been reviewed by the Authority Executive to ensure completeness.

10.4 Progress updates on a weekly, and often daily, basis have been provided by BTP to the Authority Executive.

10.5 This progress was summarised on a monthly basis in a slide pack highlighting risk areas, delays occurring and future expected delays. The slide pack was presented to the December Audit Committee.

10.6 It was noted at the December Committee that Andrew Pollins would take the Assurance lead role on this area of work on

behalf of the Members . He, the Chief Executive and Authority Finance Director have been holding weekly meetings in 2016 with BTP to review and challenge progress being made.

### **Year - End focus**

- 10.7 A reprioritisation of the milestones on the plan has been actioned in order to focus more heavily on issues that need to be resolved before year end. The intention of this is to improve the external audit process; to provide the opportunity for BTP to evidence action being taken in response to recommendations from internal audit papers and to improve the wording of the Governance Statement in the year end accounts.
- 10.8 A new detailed, year-end focussed, plan has therefore been prepared from which a slide pack is prepared on a weekly basis summarising progress made that week. This summarises action taken in the previous week, targets for the following week, notes issues encountered and potential issues that may impact progress in the future. Metrics have been included in order to more succinctly evidence progress being made. From these metrics, targets have been set to measure level of progress.
- 10.9 When a milestone is complete, evidence to support completion is to be provided to the Head of Finance then reviewed by BTPA and Andrew Pollins.
- 10.10 Areas that are of particular focus in terms of risk are:
- a. achieving “clean” balance sheet reconciliations by year end.
  - b. resolving the backlog of registering and payment of supplier invoices
  - c. the existence of aged accruals
  - d. recording of fixed asset items in the General Ledger and Module and verification of unusual descriptions
- 10.11 At the meeting on 18 January 2016 a summary of the reprioritisation was provided and agreed with Andrew Pollins. This highlights the areas that will be rescheduled to post year end.
- 10.12 The Authority Finance Director has agreed with the DfT to now update them on a fortnightly basis in 2016 on progress made

against the plan. Communication to explain the reprioritisation of the plan to focus on year end issues was provided to the DfT in the previous week.

## **11. Recommendations**

11.1 Members are asked to note this report.