

Report to: BTPA Policing Plan Group
Date: 14 October 2016
Subject: Terms of Reference
Sponsor: Group Chair
Author: Sam Elvy

1. Purpose of paper

- 1.1 To propose and agree the Terms of Reference for the Policing Plan Group for the 2017/18 planning cycle.

2. Proposed Terms of Reference

- 2.1 To agree the way forward, in terms of context, shape and balance of the Policing Plan to enable the Force to develop a set of quantitative and qualitative Policing Plan targets for 2017/18, which take into account threat, risk and harm.
- 2.2 To input to, consider and comment upon iterations of a Policing Plan as developed by the Force.
- 2.3 To take into consideration any evidence gathered through the Force and Authority's stakeholder consultation exercises and other research activities.
- 2.4 To agree a draft Policing Plan to be recommended to the full Authority for approval at its March 2017 meeting.
- 2.5 In doing so to contribute to meeting the Authority's duties as set out under Sections 50 and 52 of the Railways and Transport Safety Act 2003:

Section 50 Policing objectives: Authority

(1) Before the beginning of each financial year the Authority shall set objectives for policing the railways during that year.

(2) The objectives:

- (a) may relate to a matter addressed by objectives set by the Secretary of State under section 51, and*
- (b) must be consistent with those objectives.*

(3) In setting the objectives for a year the Authority shall:

- (a) consult the Chief Constable, and*
- (b) have regard to opinions expressed in accordance with section 62.*

Section 52 Railways policing plan

(1) Before the beginning of each financial year the Authority shall issue a plan setting out the proposed arrangements for policing the railways during that year.

(2) The plan for a year must include a statement of:

- (a) the Authority's priorities for the year,*
- (b) the financial resources which the Authority expects to be available, and*
- (c) the proposed allocation of resources.*

(3) The plan for a year must specify:

- (a) any objective set by the Authority for that year under section 50,*
- (b) any objective by the Secretary of State for the year under section 51, and*
- (c) any performance target set by the Authority in relation to the achievement of an objective for that year (whether set under section 53 or otherwise).*

(4) A plan for a year must be consistent with the relevant three year strategy plan issued by the Authority under section 55.

(5) The Chief Constable shall submit to the Authority a draft plan for each financial year.

(6) Before issuing a plan which differs from the Chief Constable's draft the Authority shall consult him.

(7) In preparing a plan the Chief Constable and the Authority shall have regard to any guidance given by the Secretary of State about railways policing plans.

(7A) Before issuing or revising any guidance under subsection (7) the Secretary of State shall consult:

- (a) the Authority,*
- (b) the Chief Constable, and*
- (c) such other persons as the Secretary of State thinks fit."*

(8) The Authority shall:

- (a) publish each plan under this section, and*
- (b) send a copy of each plan under this section to the Secretary of State.*

3. Critical success factors

- 3.1 All those attending the series of meetings need to come prepared with the same information so that they are able to enter into a meaningful dialogue, and to ask pertinent questions. To this end, both the Authority and the Force will provide written material in advance of each session to support with this process.
- 3.2 To be open to engagement with, and feedback from, stakeholders during the Force and Authority's consultation exercises and other activities.
- 3.3 To be a success, the meeting must be a two way dialogue involving all members of the Group; this approach should enable constructive feedback and exchange of ideas, however this does not mean the session cannot be challenging.
- 3.4 The quorum for the proceedings of the Policing Plan Group is half of the Group's Authority Members.

4. Proposed next steps

- 4.1 The Policing Plan Group to draft a commissioning letter to the Chief Constable of BTP, setting out the timetable and inputs to the 2017/18 Policing Plan.
- 4.2 Local consultation via local planning workshops, organised by BTP at the Sub-Division level. These will be led by BTP, supported by BTPA, and will be followed up with timely feedback, including minutes and proposed targets, to participants for endorsement. Local targets will then review by the Policing Plan Group in December.
- 4.3 Written consultation on the national plans will take place in early January.
- 4.4 It is recommended that the Authority commissions, contributes to and receives draft reports and information in support of the following. An indicative planner is attached at Appendix A.

Event/activity	Purpose
11 October 2016	Update on approach to developing Policing Plans to be provided to Rail Delivery Group Police and Security (RDG P&S) meeting.
14 October 2016	<p>Meeting 1 – Shape of Plan: Discuss and agree the way forward for the forthcoming Policing Plan.</p> <p>Plan to be informed by;</p> <ul style="list-style-type: none"> - Strategic plan; - Representations from BTP informed by strategic assessment, threat, risk and harm, strategic policing requirement and other sources; <p>Commissioning letter to Chief Constable, which sets out the inputs to the 2017/18 Policing Plan and the timeframes for providing them, to be agreed.</p>
November 2016	<p>BTP to lead local sub-divisional plan consultation workshops with sub-division stakeholders. BTPA to be represented at each meeting.</p> <p>Local targets to be developed following sub-division consultation meetings. Feedback by way of minutes and proposed targets to be circulated to stakeholders after each meeting for approval by participants.</p>
Early November 2016	Authority to provide update on progress to Passenger Transport Executive Group (PTEG).
Date tbc November 2016	Special meeting of the Rail Delivery Group Implementation group (RDG IG) update on emerging proposals for 2017/18 plans – opportunity for comments/feedback
2 December 2016	Meeting 2 – Progress on National and Local Plans to be reviewed, including agreed key priorities from each Sub-Division as tested with consultees.
3 – 24 December 2016	Authority Executive (with support from BTP SDD) to draft national targets consultation document for circulation in early January.
13 December 2016 (RDG P&S) and	Verbal update on progress to be reported to the RDG Police and Security (RDG P&S) meeting, in December, and the RDG P&S Implementation Group (IG) meeting, in January, and their observations to be taken into account.

Event/activity	Purpose
January 2017 (RDG P&S IG meeting)	Update on progress
January 2017	Consultation documents distributed to stakeholders – 4 week response time.
26 January 2017	Authority Meeting – Report on progress of draft Local and National Policing Plans to full Authority for endorsement of the way the Plans are developing.
3 February 2017	Meeting 3 – Policing Plans to be scrutinised. Approval of Plans by Policing Plan Group following consultation, and prior to submission to full Authority for approval and sign-off.
March 2017 (date TBC)	Authority Meeting – Policing Plan – National and Local Plans to be recommended, by Policing Plan Group, for approval and sign-off by full Police Authority.
5 April 2017	Final published Policing Plan targets and resources information, with supporting commentary, released.

5. Matters to be considered through the planning process

- In reviewing current progress against the strategic objectives (20:20:10) and considering matters
- requirements/assumptions in relation to the national plan
 - Disruption
 - A total or focused lost minutes target to deliver annual contribution to the strategic objective to reduce disruption by 20% by 2018/19
 - Crime
 - A total or focused notifiable crime reduction target to deliver annual contribution to the strategic objective to reduce crime by 20% by 2018/19
 - Confidence
 - Confidence target(s) (TOC, TfL and staff) to deliver annual contribution to the strategic objective to increase confidence by 10% by 2018/19
 - Value for money
 - A target to be set to establish optimum resource availability across the network
- Local plans to clearly support strategic objectives, which are sufficiently flexible to enable local BTP teams to address local issues, build on positive feedback on problem solving approaches, and take into account the locally relevant findings from NRPS and rail staff surveys.

Process

- Proposed timetable
 - High level proposals (focus, approach, timetable) to be presented at the November RDG P&S IG meeting
 - Stakeholder consultation meetings on local targets in November, led by BTP, to include inputs from BTP on progress and priorities emerging from current local targets and staff/passenger survey work. Local targets to be developed following local consultation meetings. Feedback by way of minutes and proposed targets to be circulated to stakeholders after each meeting for approval by participants.

- Process in Scotland to be confirmed which should include invitations for representatives from the SPA, Scottish Government, Transport Scotland and rail stakeholders to attend the Scottish Division planning meeting
 - Detailed consultation on national proposals (theme/direction of, travel/scale of target if known) during January
- Monthly keeping in touch meetings between the Chair, DCC and BTP/BTPA reps (Chief Constable to be invited to attend)

6. Recommendations

- 6.1 Members are asked to discuss and approve the Terms of Reference, proposed next steps and timetable as set out in sections 2 to 5 above.
- 6.2 That a commissioning letter be sent from the Group Chair to the Chief Constable after this meeting confirming the direction of travel and the inputs required (from BTP and BTPA) at each stage of the process to produce a fully published plan following sign off in March.

Appendix A. 2017/18 Policing Plan Planner

September to December 2016

September	October				November				December				
		11 th RDG P&S update			Special RDG IG meeting (date tbc)	PTEG update (date TBC)			2 nd Policing Plan meeting 2		13 th RDG P&S update		
		14 th Policing Plan launch meeting			Local consultation meetings – all sub-divisions Draft priorities emerging to be tested with attendees ahead of Policing Plan meeting in December (BTP leads)				Prepare documents for consultation on national targets				

January to April 2017

January				February				March					
Date TBC RDG IG update		26 th Full Authority meeting – draft Plans for information		3 rd Policing Plan meeting 3				Full Authority meeting for sign off (date TBC)					
BTPA consultation on national Policing Plans				Analysis of national consultation responses									