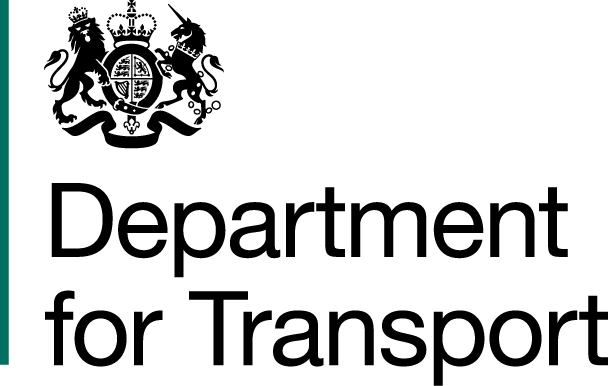


British Transport Police Authority

**Chair appointment**

Appointment Brief

August 2017

Registered office: The Forum 5th Floor North 74-80 Camden Street London NW1 0EG

The organisation

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 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 is seeking to appoint a new Chair who can provide clear and visible leadership within the BTPA and beyond to all stakeholders.

**Role of the British Transport Police Authority**

The Railways and Transport Safety Act 2003 provides for the Secretary of State for Transport to appoint between eleven and seventeen members to the BTPA including the Chair and Deputy Chair. The BTPA currently comprises 14 members including members with knowledge of the interests of persons in Scotland and in Wales. The BTPA’s important responsibilities are to set the strategy, policing plans and budget; making senior appointments and holding the Chief Constable to account. These roles are critical to ensuring the effectiveness and efficiency of an important public service which plays a critical role in protecting passengers and rail staff. An overview of the BTPA’s primary duties is below:

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

* Its annual [Policing Plan](http://btpa.police.uk/publications/policing-plans) contains the BTPA’s priorities for the year, the financial resources it expects to be available and how it proposes to allocate those resources.
* The [Strategic Plan](http://btpa.police.uk/police-strategy) sets out the BTPA’s medium-term and long-term strategies for policing the railways during that period; the latest plan covers 2013-19.
* Finally, the [Annual Report,](http://btpa.police.uk/publications/finances) published after the end of each financial year and covering the policing of the railways in that year.

**BTP’s funding and budget:** BTPA determines the budget of the BTP – formally called the BTP Fund. It plays a key role in holding the BTP to account for ensuring that budget is spent efficiently and effectively.

**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 (or by Scottish Ministers), the winning company is usually required to enter into a new PSA with BTPA.

**Performance monitoring:** Members of the BTPA provide oversight and scrutiny of BTP’s performance during the year, helping to ensure it provides an effective service to railway users, staff and the railway more generally.

**Appointments:** The BTPA is responsible for recruitment for senior vacancies in the BTP and for members of staff to the BTPA Executive. The BTPA is also responsible for appointing constables to the BTP, and is the employer of both BTP officers and members of staff.

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

Additionally, a key element of the role will be to help lead the BTPA through the implementation of the **Smith Commission outcomes as they relate to the devolution of policing on railways in Scotland**.[[1]](#footnote-1)

**The executive team**

TheBTPA is supported by an Executive team, with a Chief Executive who is the Accounting Officer for the BTP Fund. The Chief Executive is Charlotte Vitty.

**British Transport Police force**

BTP is the national dedicated police force for the railways, providing an important policing service to rail operators, their staff and passengers throughout England, Wales and Scotland. The BTP also polices 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 currently has 3,073 police officers, 334 Police Community Support Officers, 325 special constables and 1,563 civilian support staff. The BTP has an annual budget of around £295 million, and is led by a Chief Constable (Paul Crowther). 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 BTPA sets the operational targets for BTP.

BTP exists to provide a dedicated and highly specialist 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. It provides 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. It also plays an important role in counter-terrorism, helping to keep our railways secure.

**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 2013, the BTPA set four key objectives for the BTP 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 BTP 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 BTP 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 BTP’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 BTP 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 BTP 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.

**Job specification**

In appointing a new Chair of the British Transport Police Authority (BTPA), the Secretary of State is looking to appoint someone who, by building on the highly effective record of the previous Chair (Esther McVey), will lead the BTPA in ensuring an effective and efficient police service for the railways.

In order to fulfil this role, the Secretary of State expects that the Chair will be required to commit 60 days a year to BTPA 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 BTPA and the BTP 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 a new Chair to join the BTPA from late 2017/early 2018.

**The role**

The Chair is responsible for ensuring that the BTPA discharges its statutory duties and responsibilities which include:

* Securing an efficient and effective police service for the railways;
* Holding the police budget and allocating resources;
* Appointing the Chief Constable and senior BTP officers, and ensuring continuing good standards of performance.
* Consulting widely with relevant people and organisations about the policing of the rail network and taking their views into account;
* Setting policing priorities and targets for achievement;
* Monitoring how well the BTP performs against the targets set by the BTPA;
* Publishing a three year strategy plan and annual railway policing plan which set out what train operators and passengers can expect from their police service and reporting on achievements every year;
* Making sure train operators, their staff and passengers get best value from the BTP; and
* Overseeing complaints against the BTP.

**Key priorities for the Chair**

* At a critical time for our national security, ensure that the BTPA supports and challenges the BTP so that it maximises its essential contribution to the security of Great Britain’s railways.
* Leading the BTPA through an orderly and timely transfer of the BTP’s functions in Scotland to Police Scotland by April 2019, in a way that ensures that policing of cross-border operations continues to run smoothly without any risk of a weakening of co-operation and co-ordination between the BTP in England and Police Scotland.
* Ensuring that the BTP engages positively with the challenge set by the 2015 Spending Review to improve the efficiency and effectiveness of the BTP without any negative impacts on the operational effectiveness of the Force.
* Ensuring that the BTPA/BTP plays a full part in taking advantage of opportunities for better co-operation and better interoperability with other police forces. The BTPA must challenge the Force to show an ambitious approach.

**Key qualities**

* Ability to lead the BTPA Board to support and to constructively and, as necessary vigorously, challenge the force around their delivery and efficiency. This includes the ability to support and challenge highly specialist officers in an effective and constructive way.
* Being able to strike a balance between focussing on the BTP’s critical day-to-day operations and playing a leading role in questions about broader strategic change.
* Ability to take a leading role in a complex environment through building strong relationships with key stakeholders (both Government and industry), recognising the rail industry’s strong commercial imperative, and demonstrating sound levels of judgement.
* Strong ability to form relationships with BTPA Board members, inducting and supporting them to play a full role.

In undertaking this role the Chair will be expected to:

* Monitor, scrutinise and challenge all aspects of BTP performance to ensure the delivery of results against agreed objectives, targets and performance indicators;
* Lead the effective governance of the BTP, holding it to account and providing constructive challenge as necessary;
* Build effective and constructive relationships across a range of commercial and government stakeholders including the devolved administrations;
* Be aware of the wider political and media context within which railway policing operates, demonstrating sound judgement and tact as necessary;
* Formulate, with BTPA Members and the Chief Constable, BTP’s overall strategy to ensure the efficient and effective policing of the railways;
* Manage and appraise the performance of the BTP’s Chief Constable, supporting and constructively challenging him or her to ensure that the BTP operates effectively, efficiently and with due propriety; and
* Demonstrate a strong commitment to an equal opportunities and diversity agenda.

**Candidate profile**

We would like to hear from candidates who can demonstrate the following in their application:

Essential criteria

An ability to drive forward change and improve performance, particularly through constructive challenge and effective decision-making.

Strong and visible leadership skills which, combined with an ability to harness the skills of others, results in the delivery of clear outcomes.

A strong communicator who, as well as being able to engage with the public, is able to establish personal credibility with a complex range of stakeholders, including crucially with those operating in the political, commercial and media environments.

Sound judgement and a high level of personal integrity.

A demonstrable commitment to an equal opportunities and diversity agenda.

Desirable criteria

Experience as a Board member could be an advantage, particularly as a Non-Executive Director in providing appropriate support, scrutiny and challenge.

Ability to represent a wide range of people in the community from different backgrounds and with varying needs.

Knowledge of:

* policing of the railway or policing more generally; and/or
* the rail industry, the travelling public or other stakeholders; and/or
* the pressures and challenges facing the BTP.

Skills in one or more of the following areas: financial management and governance; the audit process; specification and procurement of major IT projects; and effective management of an organisation’s human resources.

**Disqualification and conflicts of interest**

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

* 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 BTPA;
* They are a serving police constable;
* They are subject to:
* a bankruptcy restriction order (including an interim order);
* a disqualification order under the Company Directors Disqualification Act 1986 or Companies (Northern Ireland) Order 1989;
* 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.

All Members are expected to undergo a vetting process on appointment.

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

**Terms of appointment**

The appointment will be for a term of four years from late 2017/early 2018 with a possibility of an extension for one further term at the discretion of the Secretary of State and satisfactory performance.

The time commitment required will be 60 days (plus travelling time) per year for preparation and attendance at BTPA meetings. Depending on the work programmes that will be determined by the BTPA 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 will be £32,000 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 of Work and Pensions. Remuneration is non-pensionable.

You will be entitled to travel and subsistence expenses incurred on business in accordance with the arrangements made by the BTPA and agreed by the Secretary of State. Costs will be met from within the BTPA's budget.

**Selection process and timing**

Applications will be considered by a selection panel which we intend will be comprised of:

* A representative of the Rail Strategy and Security Directorate, DfT Rail Group;
* Sir Peter Spencer (Senior Independent Panel Member);
* Charles Horton (Chief Executive Officer of Govia Thameslink Railway Ltd);
* Petra Wilkinson (Deputy Director, Maritime Commerce and Infrastructure, DfT).

The selection process will consist of a sift of applications to produce a shortlist of candidates. Those shortlisted will be invited to an interview to be held in London, which we currently expect will take place in October or November 2017. Candidates unable to attend on the decided interview date will only be offered an alternative date in exceptional circumstances and at the discretion of the Chair of the panel.

The selection panel will submit recommendations to the Secretary of State for Transport who will make the appointment. 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 equal opportunities and applications are welcomed from suitably qualified individuals irrespective of race, ethnic or national origin, nationality, gender, gender identity, disability, age, sexual orientation, religion, beliefs, marital status or preferred working patterns.

The Department for Transport is also 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 Government’s Governance Code (see below).

**Guaranteed Interview Scheme for Disabled Applicants**

DfT will be operating a guaranteed interview scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for this appointment as published in this brief. If you wish to apply for consideration under this scheme, please notify the Department when you return your application. In addition, if you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements if necessary. Furthermore, any reasonable adjustments required will be made for the candidate appointed to enable them to carry out their duties.

**How to apply**

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

**E-mail**

laverne.bryant@btp.pnn.police.uk

**Post**

Laverne Bryant,

Executive Assistant

British Transport Police Authority

The Forum

5th Floor North

74-80 Camden Street

London

NW1 0EG

**Telephone**

020 7388 2643

The closing date for applications is noon on 15 September 2017. Applications received after this will not be considered.

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

Please enclose with your application:

* Full curriculum vitae of no more than 3 sides of A4 paper with your educational and professional qualifications and full employment history.
* A Letter of Interest of no more than 2 sides of A4 paper which clearly sets out how you meet both the essential and desirable criteria for the role. Decisions about shortlisting will be based on this information.
* Supporting documentation which includes information on diversity, referees, political activity and conflicts of interest.

Candidates will be contacted again after the closing date and once the panel have considered all the applications.

**The Office of the Commissioner for Public Appointments**

This appointment is regulated by the Commissioner for Public Appointments, to ensure that it is made on merit after fair and open competition. More information about the role of the Commissioner is available at: <https://publicappointmentscommissioner.independent.gov.uk/>

and the Government’s Governance Code is available at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/governance-code/>

**Complaints**

If you have a complaint about the recruitment and selection procedure, you should write in the first instance to Mike Biskup, Sponsorship Manager, Department for Transport, Great Minster House, 33 Horseferry Road, London, SW1P 4DR, or e-mail [mike.biskup@dft.gsi.gov.uk](mailto:mike.biskup@dft.gsi.gov.uk).

If, after receiving a comprehensive response from DfT, you are still concerned, you can write to the Commissioner for Public Appointments, Room G/7, 1 Horse Guards Road, London SW1A 2HQ. Details about the basis on which the Commissioner will investigate a complaint concerning an appointment process is available at <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/complaints-and-investigations/>

**Data protection**

We are committed to protect your privacy and to process and hold your personal information in a manner which meets the requirements of the Data Protection Act 1998.

**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.

1. The Smith Commission recommended that the BTP’s functions in Scotland should be devolved to the Scottish Government. The Scotland Act 2016, which received Royal Assent on 23 March 2016, and the Railway Policing (Scotland) Act 2017 enables the transfer to happen. [↑](#footnote-ref-1)