

**Report to:** Performance and Delivery Committee  
**Agenda item:** 3  
**Date:** 21 September 2017  
**Subject:** Committee Terms of Reference and Workplan  
**Sponsor:** Chair, Performance and Delivery Committee  
**For:** Information and Discussion

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## 1. Purpose of paper

- 1.1 To reaffirm the Performance and Delivery Committee (the Committee) Terms of Reference and provide Members with an opportunity to review and provide feedback on the draft work plan for the Committee in 2017/18.

## 2. Terms of Reference

- 2.1 The purpose of the Committee is to hold the Force to account for its operational and business performance, in addition to the delivery of its current strategic and annual plans, by aligning the review and challenge of financial inputs with that of operational outputs.
- 2.2 The aim is to ensure that the Authority Members have sufficient oversight and can provide evidence of appropriate scrutiny of the delivery of the strategy and plans as laid out. This oversight will not duplicate the detailed oversight provided by any other committee structures.
- 2.3 The Committee also aims to give the Force a platform to discuss and agree potential pressures and opportunities in year to better inform future planning.
- 2.4 The Performance and Delivery Committee Terms of Reference are outlined in full in the BTPA Corporate Governance Code<sup>1</sup>, which was approved by the Authority in March 2017. The Committee specific sections are shown in Appendix A.

## 3. Workplan

- 3.1 The initial workplan proposed for the Committee in 2017/18 is shown in Appendix B, with a view to further refinement and consultation following this Committee meeting.

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<sup>1</sup> Available from: <http://btpa.police.uk/livesite/wp-content/uploads/2017/04/20170328-Code-of-Governance-v4.0-released.pdf>

- 3.2 Following discussions with the Committee Chair, and the Chairs of the previous People and Standards and Performance Review Committees, it is proposed that the September Committee meeting will act as a transition meeting. The Chairs of the three precursor BTPA Committees<sup>2</sup> will lead on discussions around their respective sections of the Agenda.
- 3.3 It is proposed that the focus of the Committee meetings will be split into two parts. Part 1 of the meeting will be focussed on providing oversight of performance around a range of key areas, including key, performance indicators and performance exceptions.
- 3.4 Part 2 will take a more detailed look at a specific cross-cutting thematic, which will vary for each meeting, to enable the Committee to focus in more detail around these key themes. Dashboards and presentations to the Committee will be supported by a position paper produced by the BTPA Governance Review Group.

#### **4. Recommendations**

- 4.1 The Committee is asked to note the Terms of Reference and Committee quorum, as outlined in the BTPA Corporate Governance Code, which are shown in Appendix A.
- 4.2 The Committee is asked to review and provide feedback on the draft work plans shown in Appendix B, which will be updated following the September Committee meeting.

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<sup>2</sup> Performance Review Committee, People and Standards Committee and Finance Committee

## Appendix A

### 1. Performance and Delivery Committee Terms of Reference<sup>3</sup>

#### *Purpose*

- 1.1 The Committee holds the Force to account for its operational and business performance and delivery of its current strategic and annual plans by aligning review and challenge of financial inputs with that of operational outputs.

#### *Reporting*

- 1.2 The Committee will formally report in writing to the Authority after each meeting providing a quarterly strategic performance and budget report and highlighting any other significant matters arising.

#### *Responsibilities*

- Assessing financial reports, including performance against annual and medium term financial plans and ensuring the effective review by the Authority of financial performance
- Assessing progress against delivery and spend on capital projects and major revenue schemes approved by the Authority in accordance with the scheme of delegation
- Examining post completion reports for all capital and major revenue schemes approved by the Authority in accordance with the scheme of delegation
- To assess and provide supportive challenge on BTP's operational and organisational performance and efficiency against criteria which are defined in the rolling strategic plan (and supporting plans such as the people and estates strategy) and refreshed annually to include operational and organisational performance pillar grading, KPIs and outputs from external inspections.
- To have oversight of other business as usual operational indicators such as the use of Stop and Search and use of force including, deployment of Taser and firearms to include delivery of mandatory training to maintain these capabilities
- 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
- Oversee development of an annual performance report from the Authority to be included in the statutory accounts
- Oversee BTP compliance with legislative requirements and guidance with respect to referral of cases to the IPCC, complaint and conduct handling and custody facilities

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<sup>3</sup> As outlined in BTPA Corporate Governance Code, pp19-20

- Track trends in relation to public complaints, non-complaint investigations and investigations into civil claims and internal matters conducted by the Professional Standards Department (PSD) and make recommendations as appropriate
- Oversee the development and maintenance of the Force's capability and representation as set out in the people strategy through the monitoring of key HR data relating to recruitment, retention, progression, grievance and management of attendance.
- The Authority satisfies itself as the legal employer of police staff and officers, of compliance with relevant employment legislation.

### *Milestones*

- Quarterly Authority meetings
- Annual performance and delivery report
- Annual health and safety report to the Audit & Risk Assurance Committee's June meeting

### *Meetings*

- 1.3 The Committee will meet at least quarterly ahead of Authority meetings. The Chair of The Committee may convene additional meetings as they deem necessary.

### *Membership*

- 1.4 The membership of this Committee will be five members of the Authority. Executive Team and Force colleagues will join as agreed with the Chair.

## **2. Quorum of Committees<sup>4</sup>**

The quorum of Committees shall be half of the Members all of whom must have full voting rights.

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<sup>4</sup> As outlined in BTPA Corporate Governance Code, p100

## Appendix B

### Performance and Delivery Committee 2017/18 work plan

Meeting	Standing Items	Thematics
Quarter 1 21 September 2017	<ol style="list-style-type: none"> <li>1. Actions from previous Committees</li> <li>2. Committee Terms of Reference <i>Report from BTPA Executive</i></li> <li>3. Quarterly performance review <ul style="list-style-type: none"> <li>• Finance</li> <li>• Policing Plan</li> <li>• People and Development</li> <li>• Professional Standards</li> </ul> <i>Quarterly dashboards from BTP and position paper from BTPA</i> </li> <li>4. Wash-up charges</li> <li>5. Feedback on Committee KPIs and thematics for future meetings</li> </ol>	<ol style="list-style-type: none"> <li>1. Cross-cutting thematic:  Demand Review and availability of resources</li> </ol>
Quarter 2 21 November 2017	<ol style="list-style-type: none"> <li>1. Actions from previous Committees</li> <li>2. Quarterly performance review <ul style="list-style-type: none"> <li>• Finance</li> <li>• Policing Plan</li> <li>• People and Development</li> <li>• Professional Standards (to include assurance rating from the Authority 6-monthly File Review Group)</li> </ul> <i>Quarterly dashboards from BTP and position paper from BTPA</i> </li> <li>3. 6-monthly update on the use of Stop and Search, and use of force (including deployment and mandatory training on the use of Taser and firearms) <i>6-monthly dashboards from BTP</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Cross-cutting thematic:  Equality, Diversity and Inclusion (representative workforce and public confidence)</li> </ol>
Quarter 3 March 2018	<ol style="list-style-type: none"> <li>1. Actions from previous Committees</li> <li>2. Quarterly performance review <ul style="list-style-type: none"> <li>• Finance</li> <li>• Policing Plan</li> <li>• People and Development</li> <li>• Professional Standards</li> </ul> <i>Quarterly dashboards from BTP and position paper from BTPA</i> </li> </ol>	<ol style="list-style-type: none"> <li>1. Cross-cutting thematic: TBC</li> </ol>

<p>Quarter 4 22 May 2017</p>	<ol style="list-style-type: none"> <li>1. Actions from previous Committees</li> <li>2. Quarterly performance review             <ul style="list-style-type: none"> <li>• Finance</li> <li>• Policing Plan</li> <li>• People and Development</li> <li>• Professional Standards (to include assurance rating from the Authority 6-monthly File Review Group)</li> </ul> <p><i>Quarterly dashboards from BTP and position paper from BTPA</i></p> </li> <li>3. 6-monthly update on the use of Stop and Search, and use of force (including deployment and mandatory training on the use of Taser and firearms)</li> </ol> <p><i>6-monthly dashboards from BTP</i></p>	<ol style="list-style-type: none"> <li>1. Cross-cutting thematic: TBC</li> </ol>
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