

**Report to:** BTPA Policing Plan Group  
**Date:** 13 October 2017  
**Subject:** Terms of Reference  
**Sponsor:** Group Chair  
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## 1. Purpose of paper

- 1.1 To propose and agree the Terms of Reference for the Policing Plan Group for the 2018/19 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 2018/19, which take into account the emerging themes and direction of travel for the 2018/21 Strategic Plan which is currently under review.
- 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 final draft Policing Plan to be presented to the Strategy and Planning Committee at its February 2018 meeting with a view to then making a final recommendation to the full Authority for approval at its March 2018 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.*

2.6 The quorum for the proceedings of the Policing Plan Group is half of the Group's Authority Members.

### **3. Matters to be considered through the planning process**

- 3.1 In completing its work the Group is asked to consider the following matters;
- Whether to retain the two tier 'policing pillars' framework on which the 2017/18 policing plan was built.
  - Testing whether the draft Policing Plan is consistent with, and supports, the strategic themes emerging from the parallel work of the Strategy and Planning Committee. These are presented in more detail elsewhere on this agenda but in summary currently include the following;
    - Safeguarding and protecting people and places
    - Building confidence across all our communities
    - Leading and influencing
    - Delivering value
  - How to capture and make transparent the broader organisational commitments emerging from the Strategic Plan to produce an annual plan which describes the in-year contribution to be made by all parts of the business, for example from the finance and people functions.
  - Challenging any local plans and priorities to ensure these also clearly support strategic objectives or respond to another agreed local priority. Local plans, if developed, should be sufficiently flexible to enable teams to address local issues with partners. Wherever possible building on positive feedback on problem solving approaches, and taking into account the locally relevant findings from National Rail Passenger and rail staff surveys.

### **4. Critical success factors**

- 4.1 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 this process.
- 4.2 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.
- 4.3 To also be open to engagement with, and feedback from, stakeholders during the Force and Authority's consultation exercises and other activities.

## **5. Proposed next steps**

- 5.1 An indicative planner is attached at Appendix A.
- 5.2 Local consultation via planning workshops during November will be led by BTP, and supported by BTPA, and be followed up with timely feedback, including minutes and proposed targets, to participants for endorsement. Emerging areas of focus for the local targets will then be reviewed by the Policing Plan Group in December.
- 5.3 Written consultation on the national plans will take place in early January.
- 5.4 As for the previous year's cycle, it is recommended that the Chair of the Policing Plan Group drafts a commissioning letter to the Chief Constable of BTP, setting out the timetable and inputs for each stage of the 2018/19 Policing Plan to provide clarity on requirements. Regular keeping in touch meetings between the Chair, DCC and BTP/BTPA reps will be arranged (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.

Date	Activity/purpose
13 October 2017	<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"> <li>- Strategic plan currently under review;</li> <li>- Representations from BTP informed by strategic assessment, threat, risk and harm, strategic policing requirement and other sources;</li> </ul> <p>Commissioning letter to Chief Constable, which sets out the inputs to the 2018/19 Policing Plan and the timeframes for providing them, to be agreed.</p>
18 October 2017	Update on approach to developing Policing Plans to be provided to Rail Delivery Group Implementation Group meeting.
Throughout November 2017	<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>
14 November 2017	BTPA AGM
November (tbc) 2017	Authority to provide update on progress to the Urban Transport Group (UTG).
23 November 2017	Update to Strategy & Planning Committee
(Date tbc) December 2017	Policing Plan meeting 2 – Progress on National and Local Plans to be reviewed, including agreed key priorities from each Sub-Division as tested with consultees.
12 December 2017	Authority meeting - review progress
December 2017	Authority Executive (with support from BTP SDD) to draft national targets consultation document for circulation in early January
December 2017 (RDG	Verbal update on progress to be reported to the RDG Police and Security (RDG P&S) meeting, in December, and

Date	Activity/purpose
P&S)	the RDG P&S Implementation Group (IG) meeting, in January, and their observations to be taken into account.
January 2018	Consultation documents distributed to stakeholders – 4/6 week response time.
(Date tbc) February 2017	Policing Plan meeting 3 – final draft Policing Plans to be scrutinised. Approval of Plans by Policing Plan Group following consultation, and prior to submission to the Strategy and Planning Committee full Authority for approval and sign-off.
27 Feb	Strategy & Planning meeting – receive final recommendations
27 March 2018	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.