



British Transport Police Authority
Member appointment

Appointment Brief

October 2018



Department
for Transport



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), the specialist police force for Britain's railways, and can be viewed at: <http://www.legislation.gov.uk/ukpga/2003/20/contents>

The Secretary of State wishes to appoint up to four new BTPA members who have knowledge and experience in relation to rail industry interests, or passenger interests (as, perhaps, a commuter). In addition, we would also welcome applications from candidates with suitable board-level and governance skills.

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 (Ron Barclay-Smith) and Deputy Chair (Mark Phillips). The BTPA currently comprises 12 members including members with specific 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; to make senior appointments and to hold the Chief Constable to account. These roles are critical to ensuring the effectiveness and efficiency of an important public service. An overview of the BTPA's primary duties is provided 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:

- The [Strategic Plan](#) sets out the BTPA's medium-term and long-term strategies for policing the railways during that period; the latest plan covering 2018-21 has recently been published.¹
- Its annual [Policing Plan](#) contains the BTPA's priorities for the year, the financial resources it expects to be available and how it proposes to allocate those resources.
- Finally, the [Annual Report](#), 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. In particular, it has an important role in ensuring the delivery of the efficiency programme for the BTP force, helping to secure better value for money.

Stakeholder engagement: ensuring that stakeholders, in particular the railway operators who pay for the policing of the railway, are able effectively to contribute to the development of the Strategic Plan and annual Policing Plan. Effective

¹ <https://btpa.police.uk/livesite/wp-content/uploads/2018/07/BTPA-Strategic-Plan-201821-1.pdf>

stakeholder engagement is essential for the BTPA. That engagement involves listening to franchise holders as well as their representative bodies, such as the Rail Delivery Group (RDG).

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 the recruitment to fill 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.

Overseeing broader priorities; including further discussions around the devolution of the BTP's functions in Scotland, and any implications for the BTP resulting from the recommendations of the recently announced Rail Review.

The Executive Team

The BTPA is supported by an Executive team led by a Chief Executive who is the Accounting Officer for the BTP Fund.

British Transport Police (BTP) Force

BTP is the national dedicated specialist police force for the railways, providing an essential policing service to Network Rail and the rail operators, their staff and passengers throughout England, Scotland and Wales. 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 six million passengers and 400,000 tonnes of freight that use the trains on some 10,000 miles of track.

BTP currently has in excess of 3,000 police officers, 250 Police Community Support Officers, 300 special constables and 1,500 police staff². The BTP has an annual budget of around £300 million, and is led by a Chief Constable (Paul Crowther). In

² Numbers provided are an approximation to provide a sense of size and scale

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 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.³

BTP's Strategic Approach

Via the BTPA's previous strategy, the BTP achieved change in all of the main areas of focus including reducing the risk of being a victim of crime, strengthening partnership working with the industry to tackle disruption and improving passenger confidence. The unit cost of delivering policing services was also reduced.

The key planning assumptions underpinning the BTPA's new strategy are:

- The railway is growing and changing;
- The threat of terrorism will persist and continue to change;
- Improving reliability of services is a priority for our partners;
- Increasing confidence/ reducing fear of crime is a focus for the industry;
- There is a continued focus on efficiency within the rail industry;
- The timeframes for and nature of devolution of Railway Policing in Scotland will be announced and it will deliver to those plans.

BTPA's vision is therefore for the BTP to collaborate effectively with rail operators and businesses in an expanding rail industry to provide a safe, secure and reliable transport system for passengers and those who work on the railways. The vision and mission for this new Strategy will be delivered by;

- Protecting and Safeguarding People
- Reducing Delays and Disruption
- Providing Value for Money
- Building a Skilled and Specialist Workforce

The Strategy will be delivered within the Medium Term Financial Plan (MTFP) approved by the Authority. The financial plans are based on a number of assumptions including £30m of efficiency savings by 2021/22.

³ BTP's effectiveness has recently been recognised by HMICFRS which found that the Force compares favourably with the best performing Home Office forces at keeping people safe and reducing crime, with an effective approach to preventing crime and reducing anti-social behaviour, uses innovative methods to communicate with the travelling public, investigating crimes to a high standard, and attending incidents promptly. The full report can be found at <https://www.gov.uk/government/publications/british-transport-police-police-effectiveness-inspection-december-2017>

In delivering this Strategy the BTPA fully supports a strong focus on diversity and respect. It does so 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.

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.

Role Specification

Members of the BTPA play an active role in working towards ensuring that an effective and efficient police service is provided on the railways. Collectively, the BTPA will be accountable for the discharge of the responsibilities set out in the legislation. Members' primary responsibility will be to the work of the BTPA as a whole rather than as a representative of any area from which they may come.

In order to fulfil this role, the Secretary of State expects that a Member will be required to commit 30 days a year to BTPA business, although this may not necessarily arise in a regular pattern. Whilst the majority of the work will take place in Camden in London, where both the BTPA and BTP Force headquarters are based, there may be some requirement to travel to other parts of the country where the BTP operates.

This current recruitment exercise is to find up to four new Members of the BTPA with knowledge and experience in one or more of the areas listed below to join the BTPA from early 2019:

- The interests of persons providing railway services or the interests of railway passengers; and
- Experience in operating at a senior level in complex organisations; and/or

- Organisational performance management.

We would also encourage applications from candidates from a broader background with other relevant skills. We would be particularly interested in hearing from applicants who can additionally demonstrate knowledge and experience in one or more of the following areas:

- legal;
- policing governance;
- business planning; or
- commercial contracting.

In appointing members of the BTPA, the Secretary of State will also have regard to the desirability of appointing persons who have experience of and have shown capacity in relation to matters relevant to the policing of railways or policing more generally.

Responsibilities

- To carry out collectively all the statutory and locally-determined requirements of a Member of the BTPA, including participation in formulating policy, decision making and contributing to the work of the BTPA in relation to determining the budget and charges to be made to train operators, determining policing priorities, agreeing the annual railways policing plan, best value plan and other issues;
- BTP has recently launched its strategic transformation programme BTP2021. A key role for Members will be to act as a point of support and challenge to successful implementation of the 2018/21 Strategic Plan.
- To be involved in the work of the BTPA as directed by the Chair, including membership of any committees, panels or working groups which are established by the BTPA or undertaking a lead role in aspects of work if the BTPA determines that that is an effective way of conducting its business;
- To take an interest in the regional work of the Force, as agreed by the BTPA; in doing so, members provide strong and effective constructive challenge, as well as support;
- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics, and ensure that the BTPA operates within the legislative, policy and resources framework agreed with the Secretary of State. Members are expected to adhere to the spirit of The Seven Principles of Public Life at Annex A.

In undertaking this role the Member will be expected to:

- Maintain an up-to-date knowledge and awareness of issues affecting the policing of the railway network;

- Monitor, scrutinise and constructively challenge all aspects of BTP performance to hold it to account, in particular to ensure the delivery of planned results against agreed objectives, targets and performance indicators;
- Participate in consultative arrangements that the BTPA establishes, and actively engage in communication and dialogue with the rail industry, the UK, Scottish and Welsh Governments, passengers and other stakeholders when required;
- Effectively represent the views of the BTPA with stakeholders as and when required by the BTPA;
- Promote equality of opportunity in work to eliminate unlawful discrimination, both internally within the BTPA and the BTP and in the provision of policing services;
- Attend local, regional and national conferences/seminars/briefings if nominated by the BTPA;
- Participate in inspections and audits of the BTP and BTPA, as appropriate;
- Assist the Chair in the strategic direction of the BTPA and corporate business plans; and
- Support the Chair in overseeing the management of the BTP as a whole.

Candidate profile

In addition to the knowledge and experience above, and the ability to devote the necessary time to the role, we are looking for candidates who meet the following criteria:

Essential criteria

- Proven ability to challenge in a constructive fashion to achieve clear outcomes;
- Strong team-working and interpersonal skills;
- Sound judgement and ability to make difficult decisions and manage complex situations with a high degree of personal integrity;
- Strong strategic judgement, and excellent communication and engagement skills;
- Proven experience of engaging effectively with the commercial world or transport users;

- Commitment to an equal opportunities and diversity agenda;
- Understanding of the broader political context in which the BTP operates.

Desirable criteria

- Previous board experience or working within a corporate environment;
- Knowledge and experience in relation to matters relevant to the policing of railways or policing more generally;
- Knowledge or experience in relation to the successful implementation of transformation programmes;
- Knowledge and experience in one or more of the areas listed below:
 - o Legal,
 - o Policing governance,
 - o Business planning,
 - o Commercial contracting.

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 or the Scottish Police Authority;
- They are an officer or employee of the BTPA;
- They are a serving police officer;
- 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 management vetting process on appointment. Further details of the requirements can be provided upon request.

If you are in doubt about your eligibility or any possible conflicts of interest, please contact **Raquel Cortes** using the contact details at the end of this pack. If you wish to have an informal discussion with the Chair, please contact Raquel.

Terms of appointment

The appointment will be for a term of up to four years or such lesser period as the Secretary of State may direct from early 2019 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 30 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 committees including visits to operational sites and attendance at events and meetings outside London. Some evening commitment may be required. At interview panel members will wish to be satisfied that applicants do have the ability to devote this time to the work of the Authority.

Members will be provided with an iPad to review documentation electronically in connection with BTPA business. Members may also claim a stationery allowance to cover the cost of home printing. Note that the BTPA issues board papers and other documents electronically.

Remuneration for the post will be £16,497 per annum. That 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

The selection process is run in accordance with the Governance Code. Applications will be considered by a selection panel comprising:

- Dan Moore (Deputy Director, Rail Strategy, Reform and Analysis, DfT)
- Ron Barclay-Smith (Chair of the BTPA)
- Sue Young (independent panel member)

In addition, we expect one further panel member with an industry and/or security background.

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 mid-December 2018. 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 Commissioner for Public Appointments' Code of Practice (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 Raquel Cortes, Members' Engagement Manager.

E-mail

raquel.cortes@btp.pnn.police.uk

Post

Raquel Cortes
Member Engagement Manager
British Transport Police Authority
The Forum
5th Floor North

74-80 Camden Street
London
NW1 0EG

Telephone

020 7387 3810

The closing date for applications is Monday 12 November. Applications received after this will not be considered.

Please contact Raquel Cortes 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 (no smaller than 10-point font) with your educational and professional qualifications and full employment history.
- A letter of interest of no more than 2 sides of A4 paper (no smaller than 10-point font) 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.
- A completed **Category/Criteria Form** to indicate which one (or more) of the roles you are applying for i.e. the railway industry role or the railway passenger role, and which criteria you meet.
- A completed **Supporting Information Form**. Part A of this form - regarding diversity - is **not** part of the selection process and will be treated in confidence and used only for statistical purposes. It will be kept separate from your application and will not be seen by the selection panel **until after** a shortlist has been generated. Part B - political activity - will be provided to the Panel **only** for those applicants selected for interview; it will enable the Panel to explore such activity with the candidates in the context of their ability to perform their role. Referees you nominate may be contacted prior to interview for shortlisted candidates. Please ensure you complete and e-sign the declaration at part C.

Candidates will be contacted again after the closing date and once the panel has 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 and the Governance Code for Public Appointments is available from:

<https://publicappointmentscommissioner.independent.gov.uk/>

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.gov.uk.

If, after receiving a comprehensive response, you are still concerned, you can write to the Commissioner for Public Appointments, Room G7, 1 Horse Guards Road, London SW1A 2HQ. Details about the basis on which the Commissioner will investigate a complaint concerning an appointment service is available at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/complaints-and-investigations/>

Data protection

We are committed to protecting your privacy and to process and hold your personal information in a manner which meets the requirements of the Data Protection Act 1998 and the General Data Protection Regulations 2019.

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.