



Appointment of Chief Executive of the British Transport Police Authority

Candidate Pack
January 2019

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Letter from the Chair

Dear Candidate,

Thank you for your interest in this appointment. I hope the information in this brief will stimulate your interest and encourage you to apply for the role.

When I took up the Chair role at the Authority early last year, two things quickly became evident: first, the complexity of the challenges facing the Authority over the next few years and, equally importantly, the key need for the Authority's Chief Executive to build and sustain effective working relationships with both the British Transport Police senior teams and Chief Constable, as well as with our external stakeholders including the train operating companies, Network Rail, Transport for London and other entities which the Force serves.

The ideal candidate for this role will be an enthusiastic and determined operator who is an excellent communicator and experienced CEO or Director.

Much is happening at the moment. The new Chief Executive will join at a time when the ability to shape change will be paramount, coupled with the ability to seek ways to be more efficient and effective in the delivery of day-to-day business and change management.

I look forward to hearing from you.

Yours sincerely,



Ron Barclay-Smith
Chair

How to Apply

Please submit your application by way of a CV and supporting statement. The CV should be no more than **four** sides of A4 with a font size of no smaller than 11 point. Your supporting statement should be no more than **three** sides of A4 and demonstrate you have the key qualities and attributes outlined in the person specification. The evidence provided must be specific and focused on your personal involvement, experience and actions. A personal statement outlining your motivation for this role should also form part of the supporting statement.

All applicants successful at the short-listing stage will be invited to an assessment day followed by a final panel interview in Camden, London.

Applications should be sent as follows:

By email to: BTPArecruitment@btp.pnn.police.uk
By post to: Stephanie Calvert
British Transport Police Authority
The Forum, 5th Floor North
74-80 Camden Street
London
NW1 0EG

The closing date for applications is **Friday 15 February 2019 at 12pm**.

Email applications are encouraged. If you have any questions about the application process please contact **Stephanie Calvert** on 020 7383 3844.

If you wish to have an informal discussion with the Chair, please contact **Ellie Hartup** on 0207 388 2643.

Background information for candidates

British Transport Police Authority

The British Transport Police Authority (“the Authority”) was established by the Railways and Transport Safety Act 2003 (“the 2003 Act”) and became operational on 1 July 2004. The Authority’s primary statutory purpose is to secure the maintenance of an efficient and effective police force for the railways in England, Scotland and Wales. This includes defraying and recovering the costs of the Police Force from the companies who provide and use the rail network.

The 2003 Act sets out the statutory powers and responsibilities of the Authority, which are to:

- Secure the maintenance of an efficient and effective police force known as the British Transport Police¹
- Ensure the efficient and effective policing of the railways²
- Appoint the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and the Chief Executive and Treasurer³
- Enter into Police Service Agreements with railway operators⁴
- Employ police constables, civilian employees and cadets⁵
- Regulate the government, administration and conditions of service of those employed by the Authority in the service of the police force⁶
- Set a strategy for policing the railway⁷
- Set objectives for the policing of the railway⁸
- Issue an annual Railways Policing Plan⁹
- Set the budget of expected income and expenditure for policing the railways each year, defray the expenses and recover the cost¹⁰
- Issue a report about the policing of the railways each year¹¹
- Make and review arrangements to obtain opinions about the policing of the railways¹²

¹ RTSA 2003 s19

² RTSA 2003 s20

³ RTSA 2003 s21, 22 ,23&27 Schedule 4 Part 2 s11(a&b)

⁴ RTSA 2003 s33(1)

⁵ RTSA 2003 24, 26 &27

⁶ RTSA 2003 s36

⁷ RTSA 2003 s55

⁸ RTSA 2003 s50

⁹ RTSA 2003 s52

¹⁰ RTSA 2003 s33(3&4)

¹¹ RTSA 2003 s57

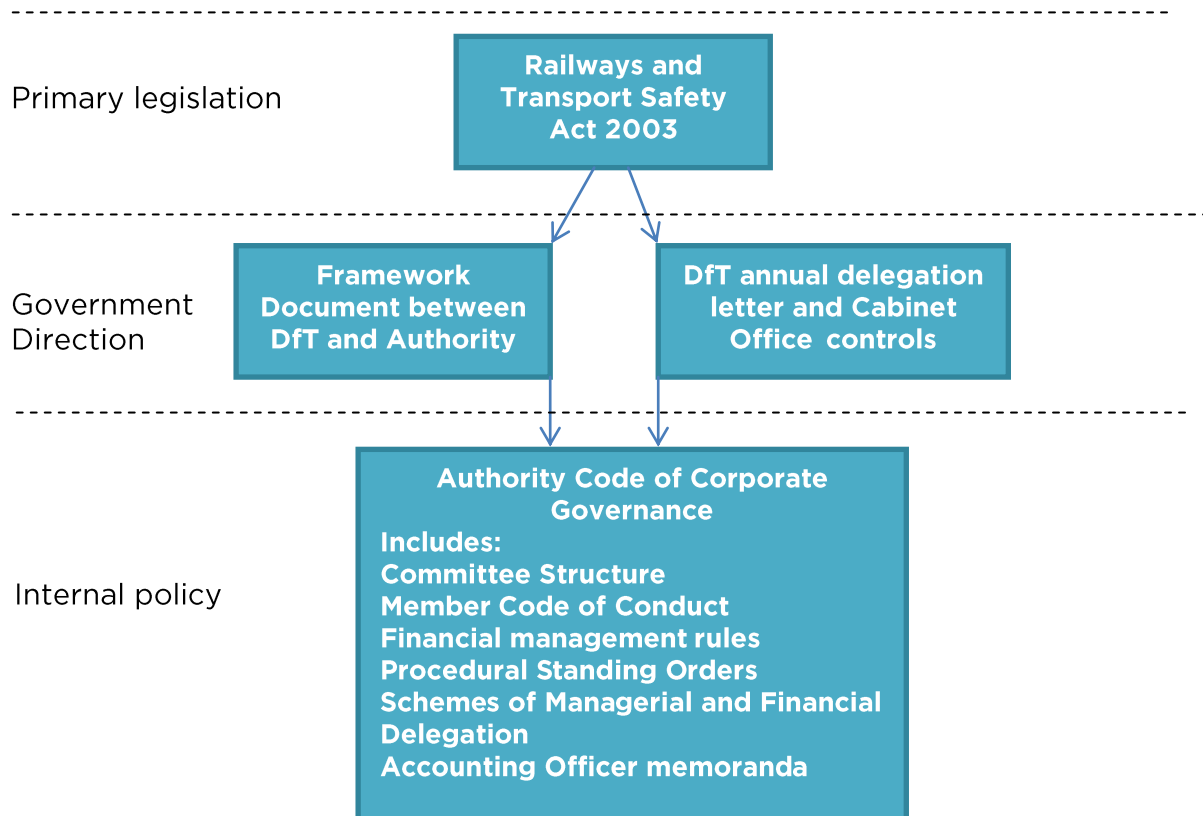
¹² RTSA 2003 s62

- Set a code of practice establishing standards for the conduct of members¹³
- Establish a fund known as the British Transport Police Fund (BTPF)¹⁴
- Maintain accounts of the BTPF¹⁵

The Authority is a body corporate¹⁶.

As the legal entity, the Authority has the legal capacity to enter agreements, assume obligations, incur and pay debts, sue and be sued in its own right and to be held responsible for its actions. All BTP police and staff contracts of employment are therefore with the Authority. The Authority may delegate to the Chief Constable and Chief Executive the responsibility (on its behalf) to enter agreements or contracts, assume obligations, incur and pay debts, and pursue legal action.

The Authority's high-level governance structure is set out below:



¹³ RTSA 2003 Schedule 4, part 2 s9
¹⁴ RTSA 2003 Schedule 4, part 3 s16
¹⁵ RTSA 2003, Schedule 4, part 3 s17
¹⁶ RTSA 2003 s18

The BTPA Executive team led by the Chief Executive is based at its headquarters in London, but BTP itself covers the rail network throughout England, Wales and Scotland. The primary collective purpose of the BTPA Executive is to support the Authority members in their role to ensure the efficient policing of the railways. This is delivered through the fulfilment of the Authority's statutory duties. The independence and calibre of this small team in providing independent scrutiny, a second line of assurance, transparency and openness is critical to ensuring public confidence and accountability.

British Transport Police

As the specialist police force for the railways, BTP faces all the accepted challenges of policing within a unique environment. The aim of the Authority and BTP is to provide a policing service which delivers a safe and secure railway which is free from disruption and fear of crime, and is one on which passengers can travel freely and freight is transported without interference. Ensuring the safety and security of the travelling public and rail staff and the rapid restoration of an operational transport network - the latter being key national infrastructure - are at the heart of BTP's business.

It is important to understand that the management and direction of BTP, in contrast to Home Office forces and Police Scotland, is within a commercial environment. As such, understanding the needs and pressures facing the railway industry including railway passengers, commercial railway operators and their employees is crucial. Success requires effective partnership with the rail industry and other interested stakeholders. Managing these partnerships is more than just explaining what the Authority and BTP will do. It is crucial that the views and expectations of the industry, passengers and other stakeholders are listened to, and accommodated wherever possible.

The rail industry is under significant funding pressures, and looks to the Authority and BTP to play their part in keeping costs down. Her Majesty's Government (HMG) has directed the rail industry to improve service reliability at the same time as catering for increasing levels of passenger and freight growth, delivering major infrastructure modernisation schemes, and making radical improvements in efficiency. As the dedicated and specialist railway police force, BTP has an important part to play in delivering this future vision for rail. BTP's activities in combating crime help to reduce disruption to services and make the railway more attractive and safer for passengers and staff. As such, BTP can make a significant

contribution to the industry's ambition for rail to become the transport mode of choice. However, the extent of the role depends on BTP continuing to demonstrate that it is the most effective and efficient body to exercise policing functions across the national network in both its statutory and non-statutory tasks.

The current Medium Term Financial Plan (MTFP) sets the direction and commits to budget increases remaining within the Retail Price Index (RPI) envelope. BTP's 2018/19 annual gross revenue budget is around £300 million. The BTP is funded by the freight and train operating companies, Network Rail, Transport for London and some smaller operators.

BTP currently has approximately 3000 officers, 300 special constables, 1,500 police staff and 250 Police Community Support Officers (PCSOs)

The current members of the BTP Executive Team are:

- **Chief Constable:** Paul Crowther OBE
- **Deputy Chief Constable:** Adrian Hanstock
- **ACC Public Contact and Specialist Crime:** Charlie Doyle
- **ACC Specialist Operations & CT:** Sean O'Callaghan
- **ACC Territorial Policing:** Robin Smith
- **Director of People & Culture:** Rachael Etebar
- **Director of Strategy & Change:** Simon Downey OBE
- **Director of Finance & Commercial Services:** Tracey Martin

Job description and person specification

Role title: Chief Executive¹⁷ and Accounting Officer

Accountable to: The Chair of the British Transport Police Authority as Chief Executive
The Permanent Secretary for the Department for Transport as Accounting Officer

Role purpose: To provide strategic leadership and effective stewardship of public funds, running the Authority in accordance with the highest standards of corporate governance, decision-making and financial management.

Principal Accountabilities

1. Responsible for the Authority's use of resources in carrying out its functions as set out in the Framework Document agreed with the Department for Transport.
2. Personally responsible for safeguarding public funds for which you have charge; for ensuring propriety and regularity in the handling of public funds; and for the day-to-day operations and management of the Authority.
3. Ensuring that the Authority is run in accordance with the standards, in terms of governance, decision-making and financial management that are set out in Managing Public Money.
4. Ensure that strategies, plans and actions agreed by the Authority are implemented and objectives achieved with particular regard to the Authority's functions in setting:
 - a. Strategy and plans for BTP;
 - b. An annual budget and medium term financial forecast.
and in:
 - c. Monitoring and ensuring the accountability of the Chief Constable of BTP for its performance;
 - d. Developing and sustaining high-quality stakeholder relations.

¹⁷ In accordance with the Railways Safety and Transport Act 2003, Schedule 4, Part 2, paragraph 11(b)

5. Be the principal adviser to the Authority, on the Authority's and BTP's performance compared to the aims and objectives set, with the objective in so doing of ensuring that the Authority achieves its ambitions and is recognised as a highly-effective organisation.
6. Advise the Authority in the discharge of its duties in relation to the founding legislation, Framework Document and other instructions and guidance as may be issued from time to time.
7. Advise Members in respect of their rights, duties and conduct, making sure that the business of the Authority is carried out lawfully, ethically and in accordance with any governmental or regulatory requirements with which it has to comply.
8. Ensure that financial and risk considerations are fully taken into account by the Authority at all stages in reaching and executing decisions.
9. With the Chair, be the public face of the Authority and adopt a lead role in reputation management and stakeholder liaison and relationships.
10. Ensure Police Service Agreements are in place with Rail and Train Operating Companies and arrangements to allocate and collect income due to the Authority are in place in respect of the Police Fund.

Person specification

Essential Criteria

1. Significant experience of Senior Management roles, ideally as a CEO or Director or equivalent.
2. Fluent in written and spoken English
3. Educated to graduate or equivalent level.
4. Able to live and work in the UK without restriction (note: the Authority will not seek or support any applicant's request for such qualification).

Desirable Criteria

5. Strong track record of leadership, including the handling of statutory, regulatory, financial and public facing requirements of a significant Public Sector Body.
6. Evidence of having successfully operated at a senior management level in a fast-moving and complex multi-sector, multiple stakeholder environment.
7. High degree of personal credibility and able to gain the confidence quickly of key stakeholders and achieve consensus across a range of sectors and sector interests to achieve strategic objectives.
8. Strong track record of effective team working and delegating with a focus on empowering and developing employees.
9. Substantial track record of budgetary and financial competence with evidence of managing significant budgets, underpinned by a good knowledge of how to manage a public body and account for public funds.
10. Possesses high intellectual capacity, able to think and act strategically to develop practical solutions to the management of complex issues.
11. Leads by example and is comfortable moving from the tactical and executive to the strategic and high-level.
12. Demonstrates a commitment to excellence, with energy, passion, resilience and personal commitment to the highest standards of service delivery for both the BTPA and BTP.
13. Committed to diversity and inclusion in both employment and service delivery.

Appointment Terms & Remuneration Package

Terms

This will be a permanent appointment, subject to a 6-month probationary period. The role is based in London but will include the requirement to visit BTP's operational areas throughout the country.

There will be an annual appraisal of the Chief Executive's performance conducted by the Chair.

Remuneration

Salary on appointment	£132,000
London Allowance	£4,338
London Weighting	£2,444
Car Allowance (taxable)	£7,269
Total compensation package	£146,051

Benefits

Other benefits include:

- Family Healthcare Insurance (taxable)
- 30 days annual leave

Pension

A high level summary of the current scheme is provided at Annex A.

Appointment process

Shortlisted candidates will be asked to participate in an assessment process designed to obtain evidence of their fit against the required specification. This will be followed by a formal interview. Both stages will take place in central London. Selected applicants will be notified of the dates of the assessment and interview if successful at the shortlisting stage.

Shortlisted candidates will be given the opportunity to meet the Chair to discuss the role and its context.

The selection panel will be chaired by **Ron Barclay-Smith**, Chair of the British Transport Police Authority. Other panel members will be:

- **Mark Phillips, Deputy Chair of the BTPA;**
- **A representative of the Department for Transport;**
- **A representative of the Rail Industry;** and
- **An independent panel member**

Equal opportunities

BTPA is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse community which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability;
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

Data protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The equal opportunities monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal details relating to your application will be destroyed after 6 months.

Pre-employment checks

The successful candidate will be subject to the satisfactory completion of pre-appointment enquiries including Management Vetting, medical and references, before an appointment can be offered formally. The successful candidate will need to obtain security vetting status of SC, and will be required to sign a contract with the Authority before taking up appointment.

Travel costs

Reasonable and subsistence costs for attendance at interview and/or assessment centres will be met in respect of candidates who live outside the M25. All claims must be supported by receipts.

Recommended reading (click to follow the link)

[Corporate Governance Code](#)

[Framework document](#)

[Railways and Transport Safety Act 2003](#), Schedule 4

[Annual Report and Accounts](#)

Annex A: British Transport Police Staff Scheme - summarised structure

The following is a brief summary of the benefits and contribution rates currently payable under the Railways Pension Scheme – British Transport Police Section.

This summary is only a broad summary of the key features of the fund. Any entitlement to benefits from the scheme is governed by the trust deed and rules, not this summary.

The scheme is currently under review as a result of legislative change and a new scheme will be implemented in 2019.

Description	Benefit calculation
Contributions	Based on Basic Pay plus London Weighting (if applicable) at 1 April each year less one-and-a-half times the basic state pension. Contributions are revised each 1 July.
Member Contribution Rate	The member's contribution rate is currently 10.06%.
Employer Contribution rate	One-and-a-half times the member contribution rate, plus any additional lump sums due under the Schedule of Contributions.
Contribution Rate Reviews	Contributions rates will be reviewed every three years after each actuarial valuation. The next valuation will be as at 31 December 2013. Any contribution changes usually happen 18 months after the valuation date.
Pension	This is based on the average Basic Pay plus London Weighting, less one-and-a-half times the basic state pension in the last 12 months' service.
Lump Sum	This is based on the average Basic Pay plus London Weighting in the last 12 months' service.
Normal Retirement age	Age 60
Pension at Retirement Fraction per year of service (proportion for days)	1/60 th
Lump Sum at Retirement Fraction per year of service (proportion for days)	1/40 th

Ill Health Pension	After 5 years of qualifying service, if the member is incapable of performing any duties [as a Police Officer or otherwise] the pension earned to date is enhanced by the lesser of 10 years and number of years of potential service to age 60, up to a maximum of 40 years' membership. The additional pension may be suspended if the member recovers sufficiently to be able to take up full-time regular employment.
Death in Service Payment	Four times Pay
Dependant's pension (upon death in service)	<p>A pension of one half of the pension that would have been payable had the member been granted an incapacity pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
Dependant's pension (after leaving service)	<p>A pension of one half of the member's basic pension.</p> <p>Pensions would be payable to cohabiting, non-married (including same sex) partners.</p> <p>Pensions are also payable to dependent children until they reach age 18, age 23 if they are in full time education, or for life if they are mentally or physically handicapped.</p>
Benefits on leaving service (including leaving under redundancy with lump sum compensation)	<p>If more than one month's membership:</p> <ul style="list-style-type: none"> • Pension and lump sum are payable at age 60 based on service and salary at date of leaving. Benefits are increased before and after retirement as described below. <p>If less than one month's membership:</p> <ul style="list-style-type: none"> • Refund of contributions (less tax and other deductions).
Increases in benefits after you have left service or after your pension has started.	As determined by the Pensions Increase Act 1971, which currently refers to increases in line with the Consumer Price Index each September.

Additional Voluntary Contributions	<p data-bbox="587 302 1342 405">Additional Voluntary Contributions (AVCs) allow a member to provide for increased benefits at retirement.</p> <p data-bbox="587 443 1342 510">The scheme's AVC arrangements are called BRASS and AVC Extra which allow flexibility to choose:</p> <ul data-bbox="639 548 1278 685" style="list-style-type: none"><li data-bbox="639 548 1050 582">• how much to contribute;<li data-bbox="639 584 1126 618">• where to invest contributions;<li data-bbox="639 620 1273 654">• when to start making contributions; and<li data-bbox="639 656 1078 689">• when to stop contributing.
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