

Report to: Authority

Agenda #: 9

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Subject: Summary Report
BTPA Governance & Supporting Policy

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For: Noting

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1. Purpose of paper

- 1.1 This paper refers to four documents to satisfy a number of points of governance. The documents are listed below:
 - 1.1.1 Board Effectiveness Report 2018/19, including action plan - for approval
 - 1.1.2 Updated Code of Corporate Governance - for approval
 - 1.1.3 Updated Member Handbook - for endorsement
 - 1.1.4 Policy supporting the BTPA Business Cycle - for endorsement

2. Summary

- 2.1 The documents have been brought to the Authority either as part of the annual governance cycle or in response to a recent internal audit of governance arrangements conducted by Government Internal Audit Agency (GIAA).

Board Effectiveness Evaluation

- 2.2 The Authority Executive conducts an annual Board Effectiveness Evaluation with members as part of its corporate governance responsibilities. This allows the Authority to reflect on how it carries out its duties, identifying any areas of weakness as well as areas of strength and encourages a focus on continual improvement to ensure effectiveness. This also addresses an action point following the audit.

BTPA Corporate Governance Code

- 2.3 The Code of Governance is reviewed annually with any changes brought to the Authority for ratification. The current review has only resulted in changes to names of staff and relevant Acts to ensure the document is up to date. A much more fundamental review looking at the committee structure and terms of reference is timetabled for the summer. In the meantime, the

Executive will also be consulting with British Transport Police (BTP) to seek greater understanding of its internal governance to improve governance mapping and make processes more efficient and effective. The current changes have been tracked in the document for ease.

- 2.4 The Head of Governance is also working on a further document entitled Delivering our Statutory Duties which will support the Code of Governance and responds to some of the recommendations set out within the GIAA audit. The Executive intends to timetable this product at a subsequent Authority meeting.

Member Handbook

- 2.5 The Member Handbook has been simplified and refreshed to reflect current requirements and practices. Details of the Member Allowances Scheme, which previously formed part of the expenses policy, has also been incorporated as an annex. A review of all BTPA policies is in progress which will seek to streamline existing products.
- 2.6 Members will observe that Annex C is incomplete. This section will be updated once the new allocations have been confirmed. This will be a priority piece of work once the new members have been appointed by the Department for Transport (DfT).

Policy Supporting the BTPA Business Cycle

- 2.7 A new 'Policy supporting the BTPA Business Cycle' has been drafted to clarify the timelines in respect of the committee structure. It provides clear timeframes for pre and post committee tasks including but not limited to circulation of papers, late paper procedure, drafting of minutes and actions and paper review. Such a policy is long overdue and supports another action arising from the GIAA audit seeking to improve governance delivery.

3. Recommendations

- 3.1 The Board effectiveness Review and associated action plan is approved.
- 3.2 The revised Code of Corporate Governance is approved.
- 3.3 The revised Member Handbook is endorsed.
- 3.4 The new Policy supporting the BTPA Business Cycle is endorsed.