



British Transport Police Authority

Policy supporting the BTPA Business Cycle

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Revision History

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Contents

1. Purpose of the document	3
2. Who is the document for	3
3. Pre-committee matters	4
4. Committee	5
5. Post-committee matters	5
6. Publication	5
7. Business Cycle Schedule	5
8. Risk Implications	6
9. Monitoring Arrangements	6
10. Document Owner	6

1. Purpose of the document

This document sets out the governance and administration process to be taken in connection with Authority meetings, BTPA committees and supporting working groups (hereinafter referred to as meetings). The document clarifies the approach to be adopted by all interested parties in relation to the board administration and associated activities.

2. Who is the document for

BTPA Executive Team

Authority Members

BTP Executive Team

Links to other documents

BTPA Corporate Governance Code

Delivering our Statutory Duties (*currently in draft*)

Members Handbook

Communications

BTPA Governance Manager

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3. Pre-committee matters

Actions

The BTPA Executive will incorporate all updates from action owners at least three weeks before the subsequent meeting in order that the final draft can be circulated in a timely fashion.

Paper submission

BTP will submit papers to the BTPA Executive at least two weeks in advance of meetings, with the exception of the Performance & Delivery Committee which will be delivered at least three weeks in advance of the meeting. Earlier receipt of documents is welcomed. Prescribed deadlines are set out within the BTPA meeting schedule.

Papers should comply with CIMA best practice principles on board reporting.

Paper review

The BTPA Executive will review the submitted documents through an Executive Review Group (ERG) meeting which will take place within a few days of BTP's deadline submission.

Late papers

In the event of papers being submitted outside the deadlines stipulated above and in the absence of extenuating circumstances, the BTPA Executive will forward the documentation to the Chair of the Authority or committee who will make a determination on the request for late submission of papers. The same rationale will apply to the submission of new items not formally agreed or set out within the standard agenda.

Circulation

The Executive will submit papers to Members via Fluix to access one week before the committee date with an accompanying briefing paper. In certain circumstances, with approval from the BTPA Chair or a member of Senior Leadership Team (SLT within the BTPA Executive), papers will be emailed to Members.

4. Committee

On the day of the meeting, a member of the BTPA Executive will attend to ensure the smooth running of the meeting and fulfill the role of Secretariat.

5. Post Committee matters

An initial draft of the minutes, and actions arising paper from the meeting will be completed within ten working days. This time frame will include an initial draft being completed by the Secretariat and a review by the SLT lead/Chief Executive. The minutes will be concise and capture the salient points of the meeting along with key action points.

Once reviewed by the BTPA Executive, initial drafts of the minutes and actions arising paper will be sent to the BTPA Chair or respective committee Chair in the first instance.

Once approved by the Chair, the draft minutes (and separately documented actions arising paper) will be sent to the point of contact within BTP, currently the Head of Strategic Assurance and Planning, who will then circulate to colleagues as required. BTP should provide any comments in relation to any issues of accuracy to the BTPA Executive within ten working days of referral. Any material changes sought will require approval from the committee or BTPA Chair.

Thereafter, the BTPA Executive will upload a draft version of the minutes onto Fluix so that this is accessible to Members as a reference.

6. Publication

All documents in support of the Authority meetings with an official marking will be published by the BTPA Executive ahead of meetings taking place. This should be completed at least one week in advance.

After each Authority meeting, the approved minutes of the previous meeting will be uploaded onto the BTPA website with immediate effect. Redactions will be made where appropriate to ensure that only items taken in public are published. If in doubt, the Governance Manager or Head of Governance & Compliance should be consulted.

7. Business Cycle Schedule

The BTPA business cycle schedule will be circulated to Members and BTP colleagues at least nine months in advance. Members and BTP colleagues will be consulted in advance. It will also be published on the BTPA website so that it is accessible to external stakeholders and other interested parties.

8. Risk Implications

The process set out within this policy should be adhered to facilitate effective governance arrangements and support the statutory duties being complied with.

9. Monitoring Arrangements

This document will be reviewed on a yearly basis.

10. Document Owner

Head of Governance & Compliance

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