

# [20 June 2024] Agenda Pack / Appointments, Remuneration and Appraisal Committee

MEETING

20 June 2024 10:30 BST

PUBLISHED  
13 June 2024

# Agenda

Location  
Meeting Room G1/G2, British Transport Police Force  
Headquarters, 25 Camden Road, London, NW1

Date  
20 Jun 2024

Time  
10:30 BST

	Item	Owner	Time	Page
	Present: Chief Constable and Chief Executive			-
1	Apologies	Chair		-
2	Declarations	All		-
3	Minutes	Chair	10:30	4
4	Actions	Chair		10
5	Strategic Risk	Chief Executive	10:35	11
6	Role of Assistant Chief Constable / Verbal Update	Head of Legitimacy and Performance	10:40	-
7	Appointment of Deputy Chief Constable	Chief Executive	10:45	12
8	Chief Officer Group End-Year Appraisals 2023/24	Chief Constable	10:50	14
9	Chief Financial Officer End-Year Appraisal 2023/24	Chief Executive	11:00	23
10	Role of Director of Corporate Development			-
10.1	Report of the Chief Executive	Chief Executive	11:05	29
10.2	Report of the Chief Constable	Chief Constable	11:15	40
11	Concessionary Travel	Chief Executive	11:25	58
12	Annual Review / Terms of Reference	Head of Legitimacy and Performance	11:40	61
13	Workplan 2024/25	Head of Legitimacy and Performance	11:45	65
	Chief Constable and Chief Executive to depart at this point of the meeting. Head of Legitimacy and Performance and Board Secretary to remain.			-
14	Minutes [Members Only]	Chair	11:50	67
15	Chief Constable's End-Year Appraisal 2023/24	Chair	11:55	73
16	Chief Executive's End-Year Appraisal 2023/24	Chair	12:05	85

	Item	Owner	Time	Page
17	Senior Staff Pay	Head of Legitimacy and Performance	12:15	90
18	Any Other Business	All		-
19	Meeting Evaluation	All		-

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Report to: Appointments, Remuneration and Appraisal Committee

Date: 20 June 2024

Subject: Annual Review of Terms of Reference 2024

Sponsor: Head of Governance and People

Author: Board Secretary

For: Decision



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London NW1 9LN

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[www.btpa.police.uk](http://www.btpa.police.uk)

#### 1. Purpose of Paper

- a. To invite Appointments, Remuneration and Appraisal Committee Members to comment on the Committee's terms of reference so that any proposed revisions may be submitted to the Full Authority for approval.

#### 2. Recommendation(s)

- a. Members consider and suggest any proposed revisions to the terms of reference.

#### 3. Background

- a. Whereas Committee effectiveness will be evaluated primarily through the annual Board Effectiveness Review, each Committee is nevertheless invited to review its own terms of reference when developing its workplan for the succeeding year<sup>1</sup>. The current terms of references are at appendix 1.
- b. To help inform this review, the Oversight Map for the Committee is also provided, at appendix 2.

#### 4. Conclusion

- a. Members are invited to review the Committee terms of reference and suggest any revisions for consideration by the Full Authority.

<sup>1</sup> BTPA Code of Governance (March 2024) paragraph 228.

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## Appendix 1 /Appointments, Remuneration and Appraisal Committee Terms of Reference

## Purpose

1. To make BTP Chief Officer Group and other senior appointments within the BTPA Executive, to oversee that effective succession planning arrangements are in place, in line with the BTPA's statutory responsibilities and to review and approve remuneration recommendations made by the Authority's People and Culture Committee.

## Reporting

2. A digest of key issues arising at each meeting will be circulated to the Full Authority for information. The minutes of each meeting will be reported to the next meeting of the Full Authority, with any reports or issues requiring the attention of the Full Authority highlighted by the Chair of the Committee.

## Responsibilities

3. Orderly succession of senior appointments both within the BTPA Executive and the BTP Chief Officer team, in order to maintain an appropriate balance of skills and experience;
4. acting on behalf of the Authority and seeking Secretary of State approval where required, make the appointment of BTP Chief Officers and the Chief Executive and Chief Financial Officer. This includes approval of recruitment processes, remuneration packages and contracts of employment;
5. acting on behalf of the Authority, working with the Chief Constable, to agree Chief Officer secondments to and from BTP and temporary promotions expected to last beyond 6 months;
6. to consider and approve packages on termination for employees of Chief Officer rank and in respect of senior positions in the BTPA Executive. This includes discretionary awards and payments, discretionary pension enhancements and ex gratia payments.
7. To review and approve any recommendations made by the People and Culture Committee in respect of pay awards for the BTP and BTPA officers and staff.
8. To receive and review annual appraisals for BTP Chief Officers and Directors of equivalent rank, and for the BTPA CEO and Treasurer.

## Milestones

9. Annual performance and development review in June/July.

## Meetings

10. The Appointments, Remuneration and Appraisal Committee will meet at least once a year to consider end of year appraisals and pay recommendations. The Chair of the Committee will convene additional meetings, as they deem necessary.

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## Chair and Deputy Chair

11. The Chair and Deputy Chair of the Board.

## Quorum

12. Half of committee membership (where overall membership is an odd number, the quorum is rounded up e.g. membership of five = quorum of three).

## Membership

13. Four Members of the Full Authority.

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# Assessment of BTPA Committee and Executive Oversight of BTP and Current Priority Level

## Committee: Appointments and Remuneration Committee (ARC)

Priority	Oversight	Subject area	
High (2 areas)	Yes	Ensuring the pay strategy remains effective	Appointment of Chief Officers and equivalents jointly with the Chief Constable
		SR: Financial Sustainability (12)	SR: Recruitment & Retention (12)
	Partial	-	-
	No	-	-
Medium (3 areas)	Yes	Annual pay claims/strategy	
		SR: Financial Sustainability (12)	
	Partial	Plans for orderly succession to senior management, taking into account I&D	Consider and approve packages on termination for employees of chief officer rank or equivalent in both BTP and BTPA
	No	-	-

# Appointments, Remuneration and Appraisal Committee Workplan 2024/25

[June 2024]

5 August 2024 [Joint with People and Culture Committee]	
Standing / Administrative Items	Suggested Items
<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Declarations</li> <li>3. Minutes</li> <li>4. Actions</li> <li>5. Strategic Risk</li> <li>6. Workplan</li> <li>7. Any Other Business</li> <li>8. Meeting Evaluation</li> </ol>	<ol style="list-style-type: none"> <li>9. 2024 Pay Award</li> <li>10. 2024 Pay Award Affordability</li> </ol>

November 2024 [Date TBC]	
Standing / Administrative Items	Suggested Items
<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Declarations</li> <li>3. Minutes</li> <li>4. Actions</li> <li>5. Strategic Risk</li> <li>6. Workplan</li> <li>7. Any Other Business</li> <li>8. Meeting Evaluation</li> </ol>	<ol style="list-style-type: none"> <li>9. Chief Officer Group Mid-Year Appraisals 24/25</li> <li>10. Chief Constable's Mid-Year Appraisal 24/25</li> <li>11. BTPA Chief Financial Officer's Mid-Year Appraisal 24/25</li> <li>12. BTPA Chief Executive's Mid-Year Appraisal 24/25</li> <li>13. Succession Planning<sup>1</sup></li> </ol>

20 June 2025	
Standing / Administrative Items	Suggested Items
<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Declarations</li> <li>3. Minutes</li> <li>4. Actions</li> <li>5. Strategic Risk</li> <li>6. Workplan</li> <li>7. Any Other Business</li> <li>8. Meeting Evaluation</li> </ol>	<ol style="list-style-type: none"> <li>9. Chief Officer Group End Year Appraisals 23/24</li> <li>10. Chief Constable's End Year Appraisal 23/24</li> <li>11. Chief Financial Officer's End Year Appraisal 23/24</li> <li>12. Chief Executive's End Year Appraisal 23/24</li> </ol>

<sup>1</sup> Action 7/2023: Head of Governance and People to conduct succession planning for all BTP/A senior posts.



	13. Annual Review of Terms of Reference
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August 2025 [Date TBC] [Joint with People and Culture Committee]	
Standing / Administrative Items	Suggested Items
<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Declarations</li> <li>3. Minutes</li> <li>4. Actions</li> <li>5. Strategic Risk</li> <li>6. Workplan 2025/26</li> <li>7. Any Other Business</li> <li>8. Meeting Evaluation</li> </ol>	<ol style="list-style-type: none"> <li>9. 2025 Pay Award</li> <li>10. 2025 Pay Award Affordability</li> </ol>

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