
Management of Conference Attendance and Associated Costs Policy

1. POLICY STATEMENT

- 1.1 This new policy relates to the control, monitoring and management of conference attendance and associated costs for all British Transport Police (BTP) employees.
- 1.2 This policy and SOP applies to all types of Conference and is applicable to England, Wales and Scotland.

2. OVERVIEW

- 2.1 Following reviews of conference attendance expenditure for 2009-10, the budget statements for 2010-11, and directions from the Department for Transport (DfT), it was apparent that a control strategy was required in order to introduce new protocols to help govern conference attendance and manage costs more effectively. The review concluded that opportunities exist for cashable savings in the light of budget reductions across all business functions.
- 2.2 The budget for conference attendance will be held centrally, via a Conference Attendance Gateway which is managed by the Strategic Development Department (SDD) Corporate Support unit at Force Headquarters (FHQ).
- 2.3 The aim of the policy is to reduce expenditure on conference attendance whilst at the same time ensuring that maximum benefit is obtained for the organisation and attendee(s) through participation at conferences. These aspects need to be clearly demonstrated and sanctioned by Line Managers and/or Heads of Departments before submission via the Conference Attendance Gateway (BTP-Conference-Gateway@btp.pnn.police.uk) to SDD Corporate Support for final authorisation and processing via the centrally held budget.
- 2.4 The budget for each financial year will be set following discussions between Strategic Command Team (SCT), SDD and the FHQ Finance Department. Details of the

conference priorities and approved budget will be cascaded to Heads of Departments and SDD Corporate Support which will implement the policy via the prescribed procedures detailed in the SOP.

- 2.5 Priority will be given to attendance at conferences which have a clear educational, training and knowledge value, gaining benefit for the organisation or the individual attendee(s), for example a recognition of necessity for accreditation; and those events at which BTP's reputation is enhanced.
- 2.6 SCT reserves the right to provide further guidance or mandate instructions regarding expenditure on conferences at any time to ensure that the principles laid out in this policy are fulfilled in line with the over-arching strategic goal of achieving ongoing value for money within budget constraints.

3. APPLICABLE DATE, MONITORING AND REVIEW

- 3.1 This policy is applicable from 8 August 2010. It will be reviewed on a periodic basis (but not less than every three years) to ensure that BTP observes best practice and demonstrates continuous improvement.
- 3.2 SDD Corporate Support will monitor the adherence to this policy in consultation with FHQ Finance Department.

4. OWNERSHIP

- 4.1 This policy is owned by SDD Corporate Support. Any questions and comments related to this policy should be directed to SDD Corporate Support at BTP Force Headquarters.

5. ASSOCIATED DOCUMENTS

- 5.1 This policy statement should be read in conjunction with the [Management of Conference Attendance and Associated Costs SOP \(Reference: SOP/214/10\)](#) for further guidance on the procedures for implementation.