

**Note of Meeting**  
**2nd Joint Programme Board Meeting**  
**6<sup>th</sup> April 2016 1200-1400hrs**  
**Great Minster House (4/14)**

**Purpose:**

1. The purpose of this paper JPB 03-02 is to provide a Note of the Meeting for the 2<sup>nd</sup> JPB held on 6<sup>th</sup> April 2016.

**Key Information:**

2. The Note of the Meeting summarises discussion by the 2<sup>nd</sup> JPB on Agenda items and identifies actions required.

**Recommendation:**

3. The 3<sup>rd</sup> JPB is requested to approve the attached Note of Meeting for the 2<sup>nd</sup> JPB of 6<sup>th</sup> April 2016.

**[redacted]**  
Programme Manager  
Programme Management Unit  
Police Division  
Scottish Government  
9<sup>th</sup> June 2016

**2<sup>nd</sup> Joint Programme Board Meeting  
6 April 2016 1200hrs – 1400hrs  
Great Minster House, London (room 4/14)**

**Note of Meeting:**

**1. Attendance and Apologies:**

- |                   |                                 |
|-------------------|---------------------------------|
| • [redacted]      | DfT (apologies)                 |
| • [redacted]      | DfT                             |
| • [redacted]      | SG by telephone conference      |
| • [redacted]      | SG                              |
| • [redacted]      | SG                              |
| • [redacted]      | BTPA                            |
| • [redacted]      | SG by telephone conference      |
| • [redacted]      | BTPA                            |
| • [redacted]      | SPA by telephone conference     |
| • [redacted]      | SGLD (apologies)                |
| • [redacted]      | SG by telephone conference      |
| • [redacted]      | DfT                             |
| • [redacted]      | SG (apologies)                  |
| • [redacted]      | DfT                             |
| • Don McGillivray | SG by telephone conference      |
| • Dan Moore       | DfT (2 <sup>nd</sup> JPB Chair) |
| • [redacted]      | SG                              |

**Legislation Update**

- DfT gave an update on the passage of the Scotland Bill in the House of Lords; formal commencement for most provisions will be on 23 May 2016.
- DfT will keep the Scotland Office updated on implementation plans.

**2. Note of 1<sup>st</sup> Joint Programme Board Meeting – JPB 02-02**

- The JPB agreed and approved the Note of the 1<sup>st</sup> JPB Meeting .

**3. Terms of Reference – JPB 02-03**

- Paragraphs 2 & 17 are amended as follows:  
 “2. To deliver the Scottish Government intent for the integration of the BTP in Scotland into Police Scotland by date subject to agreement.”  
 “17. As a Joint Programme Board (JPB) working in partnership to deliver the above aims, there is joint shared strategic governance by the Scottish Government and Department for Transport with a recognition that members report to their respective members/boards.”
- The JPB agreed to coordinate publication of the TOR after the Scottish election and to share any public/media information requests as appropriate.
- **ACTION: SG/DfT will coordinate low-key publication of JPB TOR post-election.**

**4. Draft Risk Assessment – JPB 02-04**

- The JPB noted the Draft Risk Assessment carried forward from the 1st JPB meeting.

- [redacted]
- **ACTION POINT – SG will clarify programme timescale with Scottish Ministers as soon as possible post-election.**
- **ACTION POINT – SG PMU to re-visit Programme Risk Assessment and structure risks under individual projects.**
- **ACTION POINT – DfT to draft a short minute outlining a realistic timetable/steps for secondary legislation at Westminster and share with SG by early May.**
- **ACTION POINT – SG to discuss development of policy instructions with DfT (by 3<sup>rd</sup> JPB)**
- **ACTION POINT – DfT to share a short note on the implications of commencement of the Scotland Act clauses (including BTPA as cross-border authority) with SG for discussion (by end-April).**
- **ACTION POINT – DfT and SG to mutually update each other on relevant Parliamentary matters.**
- **ACTION POINT – DfT to share the adverts for forthcoming BTPA appointments with SG (ACTION COMPLETE)**

#### **5. Programme Update – JPB 02-05**

- The JPB discussed the 7 projects outlined in the Programme update.
- It was agreed that individuals from each area would be identified to lead the projects, and each project should have UKG & SG representation in the spirit of joint partnership working.”
- It was agreed that the PID template should be used for other work streams as this would provide consistency. They should be short documents which highlight the project's main issues, to define task, product and milestone and ensure there was a common understanding. It was also highlighted that at different stages of the project, different issues may be taken forward by different individuals, and the PID documents should reflect this in order to provide clarity on Board members' roles.
- The Programme Unit would take the lead in co-ordinating and would inform the Board on work prioritisation.
- **ACTION POINT – SG PMU to discuss named leads and partner reps for each Project PID with DfT/BTPA and provide an updated table.**
- **ACTION POINT – PID template for individual projects completed by 3<sup>rd</sup> JPB; SG PMU to assist partners to get key projects moving.**

#### **6. Consultation Update – JPB 02-06**

- JPB members were invited to submit comments on the draft consultation before 20 April. The expected publication date is mid-June.
- The JPB was advised that wider stakeholder engagement activity was being carried out, including meetings between SG and BTPF in order to keep them appraised of any issues arising, and providing reassurance to stakeholders.
- The consultation will be approved by Scottish Ministers post-election.

- It was agreed that BTPA and SG would liaise to identify key stakeholders to finalise consultation questions.
- **ACTION POINT – SG and BTPA to discuss stakeholder engagement (by end April).**

#### 8. Draft Dates for Future JPB Meetings

- The Board agreed that it would be advisable to look for a substitute date in June for 25 May meeting due to the proximity of Scottish Parliamentary elections.

**ACTION POINT – SG PMU to propose a contingency date for the 3<sup>rd</sup> JPB in early June (alternative date to 25 May). \* Action completed and 3<sup>rd</sup> JPB now in Edinburgh on 9<sup>th</sup> June 2016 1-3pm.**

- |                      |           |
|----------------------|-----------|
| a. 25 May 2016       | Edinburgh |
| b. 19 July 2016      | London    |
| c. 20 September 2016 | Edinburgh |
| d. 23 November 2016  | London    |

*Telephone Conference facilities will be available for all meetings*