

**BTP Integration  
Joint Programme Board  
Note of 4<sup>th</sup> Joint Programme Board Meeting**

**Purpose:**

1. The purpose of paper JPB 05-02 is to provide a Note of the Meeting for the 4<sup>th</sup> JPB held on 19<sup>th</sup> July 2016.

**Key Information:**

2. The Note of the Meeting summarises discussion by the 4<sup>th</sup> JPB on Agenda items and identifies actions required.

**Recommendation:**

3. The 5<sup>th</sup> JPB is requested to approve the attached Note of the Meeting for the 4<sup>th</sup> JPB of 19<sup>th</sup> July 2016.

**[redacted]**

Programme Management Unit  
Police Division  
Scottish Government  
20<sup>th</sup> September 2016

## Annex A

**BTP Integration Programme  
4<sup>th</sup> Joint Programme Board Meeting  
19 July 2016, London**

**Note of Meeting:**

## 1. Attendance and Apologies:

[redacted] DfT  
[redacted] DfT  
[redacted] SG (apologies)  
[redacted] SG  
[redacted] BTPA  
[redacted] SG (apologies)  
[redacted] BTPA (apologies)  
[redacted] SPA by teleconference  
[redacted] SGLD by teleconference  
[redacted] SG (apologies)  
[redacted] DfT  
[redacted] SG by teleconference  
[redacted] DfT  
Don McGillivray SG by teleconference  
Dan Moore DfT  
[redacted] SG

**2. Note of 3<sup>rd</sup> Joint Programme Board Meeting - JPB 04-02**

The JPB agreed and approved the note of the 3<sup>rd</sup> JPB. The JPB were updated on the status of the action points from the previous meeting. Incomplete action points will be carried forward to the next JPB meeting in September. It was requested that Cross Border Policing be added to the agenda of the 5<sup>th</sup> JPB.

**ACTION POINT:** PMU to add Cross Border Policing to the agenda for the 5<sup>th</sup> JPB

**3. Consultation Update – JPB 04-03**

The SG consultation 'The Integration of the British Transport Police in Scotland into Police Scotland – a Consultation' went live on 29 June and will close on 24 August, [redacted]. There have been 27 responses submitted via Citizenspace, the SG online consultation system, and a small number of informal responses so far. The JPB members were updated on on-going stakeholder engagement. The Minister for Transport will be meeting with representatives from the rail industry in August, the Cabinet Secretary for Justice met with the Chief Constable of the BTP on the 12 July, the Cabinet Secretary for Justice will be meeting with the head of the BTPF on the 10 August and SG will be meeting with TSSA in the near future.

**ACTION POINT:** PMU to circulate a list of stakeholder engagement meetings.

#### 4. Legislation Update – JPB 04-04

Primary legislative timescales should remain the same. Board members discussed the need for clarity on what the legislation might cover.

**ACTION POINT:** JPB Members to share any legislative issues/queries with the JPB/PMU

JPB members then discussed the Financial Memorandum and highlighted the importance of preparing as much as possible in advance and of understanding that it was more important to be able to explain what was allocated to where, rather than having specific amounts at this time. DfT emphasised that it was important that the BTPA, which has access to the necessary financial information, engages fully with the SG to assist with the development of the Financial Memorandum.

A number of JPB members met later in the day to discuss a number of more detailed legislative issues.

**ACTION POINT:** PMU and BTPA to discuss what's required re Financial Memorandum (needs to be drafted by next JPB meeting in September)

#### 5. Programme Update – JPB 04-05

Board members were advised that PIDs, along with proper resourcing and timelines, will need to be completed by the next JPB meeting in September in order to provide clarity on what's happening and when. The importance of the next JPB was emphasised.

**ACTION POINT:** PIDs to be completed by next JPB meeting in September

**ACTION POINT:** BTP and BTPA to provide names for project leads, and actively engage in the various work strands in advance of the next JPB.

**ACTION POINT:** Draft communications plan to the JPB by 5<sup>th</sup> JPB Meeting  
BTPA are currently in discussion with BTP regarding the on-going resources required to complete their workstreams. DfT emphasised the need for the BTP and BTPA to take a full role in pushing the necessary work forward.

The requirement to ensure that individual workstreams were moving ahead was highlighted.

**ACTION POINT:** 'Health Check' on project plans and leads with BTPA and DfT in mid-August. The 5<sup>th</sup> JPB Chair to check PIDs etc. prior to this to identify potential issues

#### 6. Draft Risk Assessment – JPB 04-06

The integration target date of 1 April 2019 will need to be reflected in the risk assessment.

The importance of work streams having discussions in order to properly score risks was highlighted.

There also needs to be some work done in order to provide a coherent risk approach, remove duplication and provide consistency of risk across project risk assessments.

**ACTION POINT:** Risk assessment – coherent risk approach and consistency for risks across all project risk assessments by next JPB meeting in September

#### 7. AOB

Nil.

### 8. Dates for Future Meetings

Dates for future meetings have been approved and are now fixed:

- a. 13:00 – 15:00 on 20 September 2016 in Edinburgh
- b. 12:00 – 14:00 on 23 November 2016 in London

### 9. Action Points

ACTION	RESPONSIBILITY
1. PMU to add Cross Border Policing to the agenda for the 5 <sup>th</sup> JPB	PMU
2. DfT/SG to liaise on when/how JPB TOR should be published by DfT/SG.	Action by DfT/SG to coordinate publication.
3. SG to share policy instructions for new legislation with DfT as/when appropriate. 4. SG and DfT to discuss UK Railways and Transport Safety Act 2003. 5. SG and DfT to discuss the development of Cross Border legislation.	SG/DfT discussed at bilateral meeting following 4 <sup>th</sup> JPB; further bilateral discussions to continue for all primary/secondary legislation. JPB to be updated in future with a standing agenda item on Legislation.
6. SG/PMU to develop a communications tool to explain primary and secondary legislation progress and timings for 5 <sup>th</sup> JPB.	Action by SG/PMU for 5 <sup>th</sup> JPB.
7. BTPA to initiate meeting between Ch Supt John McBride BTP and Supt Mark Anderson PS to discuss joint working for Operational Integration PID and detail BTP/PS named contacts for the Assets & Liabilities PID and Governance & Finance PID for 5 <sup>th</sup> JPB. With a PMU update to Joint Chairs on 6 Sep 16.	Action by BTPA to initiate meeting/discussions and named contacts for 5 <sup>th</sup> JPB.  With a PMU update to Joint Chairs on 6 Sep 16.
8. BTPA to confirm named BTPA contacts for all PIDs for 5 <sup>th</sup> JPB and actively take a significant role on all work strands to facilitate progress by the 5 <sup>th</sup> JPB. With a PMU update to Joint Chairs on 6 Sep 16.	Action by SG/DfT/BTPA/SPA/PS by 5 <sup>th</sup> JPB  With a PMU update to Joint Chairs on 6 September 2016.
9. All SG/DfT/BTPA/SPA/PS Project leads to update Risk Assessment	

<p>scores and add detailed text for risk description &amp; mitigation for 5<sup>th</sup> JPB. With a PMU update to Joint Chairs on 6 Sep 16.</p> <p>10. SG/PMU to coord PID updates by SG/DfT/BTPA/SPA/PS for 5<sup>th</sup> JPB. With a PMU update to Joint Chairs on 6 Sep 16.</p>	
<p>11. SG/PMU to circulate list of upcoming meetings with Consultation stakeholders by 2 Aug 16.</p> <p>12. SG/PMU to provide a draft Programme Communications Plan for 5<sup>th</sup> JPB.</p>	Action by SG/PMU by 5 <sup>th</sup> JPB.
<p>13. SG/BTPA to coord financial information requirements for draft Financial Memorandum &amp; future PSA development. With a PMU update to Joint Chairs on 6 Sep 16 and 5<sup>th</sup> JPB.</p>	<p>Action by SG &amp; BTPA by 6 September 2016.</p> <p>With a PMU update to Joint Chairs on 6 September 2016 and 5<sup>th</sup> JPB.</p>