

**BTP Integration
Joint Programme Board
Note of 5th Joint Programme Board Meeting**

Purpose:

1. The purpose of paper JPB 06-02 is to provide a Note of the Meeting for the 5th JPB held on 20th September 2016.

Key Information:

2. The Note of the Meeting summarises discussion by the 5th JPB on Agenda items and identifies actions required.

Recommendation:

3. The 6th JPB is requested to approve the attached Note of the Meeting for the 5th JPB of 20th September 2016.

[redacted]

Programme management Unit
Police Division
Scottish Government
23rd November 2016

**BTP Integration Programme
5th Joint Programme Board Meeting
20 September 2016 1300 – 1530hrs
St Andrews House, Edinburgh**

Note of Meeting:

1. Attendance and Apologies:

- | | |
|-------------------|------------------------|
| • [redacted] | SGLD |
| • [redacted] | SG |
| • [redacted] | SG |
| • [redacted] | BTPA |
| • [redacted] | SG |
| • [redacted] | BTPA by teleconference |
| • [redacted] | SPA by teleconference |
| • [redacted] | SGLD |
| • [redacted] | SGLD |
| • [redacted] | SG |
| • [redacted] | DfT by teleconference |
| • [redacted] | SG |
| • [redacted] | DfT by teleconference |
| • Don McGillivray | SG (5th JPB chair) |
| • Dan Moore | DfT |
| • Apologies – | |
| [redacted] | DfT |
| [redacted] | DfT |
| [redacted] | SG |

2. Note of 4th Joint Programme Board Meeting – JPB 05-02

- The JPB agreed and approved the note of the 4th JPB. All actions from the previous meeting have been completed, except for the action point 'PMU and BTPA to discuss what's required re Financial Memorandum' which is currently in progress.

3. Consultation Update – JPB 05-03

- The Board was provided with an update on the consultation which closed on 24 August. An independent analyst has been appointed and a report will be ready in October.
- The importance of a strong communications plan surrounding the release of the consultation report was highlighted due to the need to provide reassurance to staff and address key issues arising from the consultation responses.
- The Board agreed that the consultation responses should be published alongside the consultation report.
- **ACTION POINT: PMU to identify key themes in consultation responses to be covered in comms strategy.**
- **ACTION POINT: PMU to co-ordinate media lines with DfT in advance of release of consultation response.**

- **ACTION POINT: PMU to inform JPB members before the consultation responses are published.**

4. Legislation Update – JPB 05-04

- Board members were provided with an update on legislative progress and comments were invited on the draft legislative map.
- There was some discussion on the details of the financial memorandum. The need for further financial information was discussed.
- Draft legislation for BTP powers cross-border policing was discussed. The DfT, in particular, noted that the timings referred to were very tight indeed and highlighted the need for a rapid sharing of draft clauses to ensure mutual policy objectives were achieved.
- SG and DfT both noted the critical importance of ensuring an appropriate framework for maintaining effective cross-border policy.
- **ACTION POINT: SGLD to liaise with DfT legal to ensure there is common understanding and agreement on the approach to deliver effective cross-border arrangements.**
- **ACTION POINT: SGLD to confirm sharing current draft of Bill with DfT.**
- **ACTION POINT: SG to respond to the specific points raised in a recent email from BTPA.**
- **ACTION POINT: BTPA/SPA/SG will discuss finance as required.**

5. Programme Update – JPB 05-05

- The Joint Programme Board was provided with an update on the progress of the individual workstreams.
- The JPB discussed whether there was the appropriate level of engagement between projects and project leads and on the speed at which some projects were progressing in relation to others. DfT noted the continuing importance of BTP and BTPA engagement in this process.
- It was agreed that it would be useful to invite project leads to Joint Programme Board meetings on a rotational basis to provide more detailed updates on progress and to allow the JPB to consider progress, risks and actions.
- The JPB discussed the handling of pensions. Pension options will need to be properly planned and costed before a decision can be taken.
- **ACTION POINT: PMU to prepare a master programme plan setting out milestones and actions across the current strands in advance of the 6th JPB.**
- **ACTION POINT: Invite workforce and pensions project leads to next JPB.**

6. Draft Communications Strategy – JPB 05-06

- SG Comms have approved the draft communications strategy.
- It was requested that the 'interests' section be more focused and that the commitment to engage with key stakeholders is reflected in the key messages.

- The importance of having clear messages for engagement with stakeholders was highlighted.
- It was noted that there the media hasn't been included in the stakeholder analysis section and there was some discussion on conditional statements in key messages,
- **ACTION POINT: PMU to add the media into stakeholder analysis list and remove conditional statements where possible.**
- **ACTION POINT: PMU to update Communications Strategy in light of the comments and circulate to Board members.**

7. Draft Risk Assessment – JPB 05-07

- The JPB was invited to comment on the Draft Risk Assessment.
- All risks have now been marked consistently across projects; any risks from projects that score high amber or red will be moved to the Programme risks so that they can be considered by the Board..
- Risks identified through consultation responses will be added for the next JPB.
- **ACTION POINT: PMU to conduct a top down look at risks ahead of the next JPB to review the scores, actions planned and effects of these actions on risk scores – so that key risks are clearly identified.**

8. BTPA/BTP Cross Border Status – JPB 05-08

- The Board was invited to provide comments on paper JPB 05-08.
- **ACTION POINT: Board to consider the paper JPB 05-08 and provide comments prior to 6th JPB.**

9. JPB TOR/Membership – JPB 05-09

- The Board was provided with an updated Terms of Reference. As the TOR refers to organisations rather than individuals, the Board does not need to take any action on individual membership changing.
- The Board agreed that police services should continue to attend on an “as required” basis for the moment but noted that it was likely they would become standing members as operational issues came more to the fore later in the Programme.

8. AOB

- There was no other business.

9. Suggested dates for future JPB meetings

- It was agreed that all future meetings will be held 1300-1500hrs to allow for travel to/from London/Edinburgh.