

**BTP Integration
Joint Programme Board
Note of 7th Joint Programme Board**

Purpose:

1. The purpose of paper JPB 08-02 is to provide a Note of the Meeting for the 7th JPB held on 30th January 2017.

Key Information:

2. The Note of the Meeting summarises discussion by the 7th JPB on Agenda items and identifies actions required.

Recommendation:

3. The 7th JPB is requested to approve the attached Note of the Meeting for the 7th JPB of 30th January 2017.

[redacted]

Programme Management Unit
Police Division
Scottish Government
27th March 2017

**BTP Integration Programme
7th Joint Programme Board Meeting
30th January 2017
13:00 – 15:00
St Andrews House, Edinburgh**

Note of Meeting:

1. Attendance and Apologies:

- | | |
|--------------------------|--------------------------------|
| • Don McGillivray | SG (7 th JPB Chair) |
| • [redacted] | DfT by teleconference |
| • [redacted] | BTPA |
| • [redacted] (Apologies) | SG |
| • [redacted] | SG |
| • [redacted] | DfT by teleconference |
| • [redacted] (Apologies) | SPA |
| • [redacted] | BTP |
| • [redacted] (Apologies) | TS |
| • [redacted] | Police Scotland |
| • [redacted] | DfT |
| • [redacted] | SG |
| • [redacted] | DfT by teleconference |
| • [redacted] | SPA |
| • [redacted] | Police Scotland |
| • Dan Moore | DfT |
| • [redacted] | SG |
| • [redacted] | BTPA |
- The Chair welcomed new JPB members from the British Transport Police (BTP) and Police Scotland following approval by the 6th JPB.
 - The JPB noted that updated TOR had been circulated prior to the 7th JPB to reflect new membership.

2. Note of 6th JPB - JPB 07-02.

- The JPB agreed and approved the note of the 6th JPB. Any outstanding action points were deferred to be discussed with relevant Agenda items.

3. Legislation Update - JPB 07-03.

- The JPB noted the Legislation Update. The JPB agreed that Project 1 would split into Project 1A for SG legislation and Project 1B for UK legislation.

4. S.104/S.90/SSI Draft Requirements - JPB 07-04.

- The JPB discussed the critical need for Joint Leadership of Projects 1-7 to facilitate significant further progress over the short term, with the secondary legislation deadlines meaning that substantial progress needs to be made before the 8th JPB.
- The JPB noted the early draft headings for S.104/S.90/SSI secondary legislation provided by Project Managers. The JPB agreed that these headlines need to be

expanded into draft policy instructions for the 8th JPB and that this drafting should be the key focus of the Project Manager/s (PM) before the 8th JPB with further redrafting likely to be required thereafter.

- The JPB noted that much of what is needed for secondary legislation is negotiation and agreement of key issues behind the scenes, with the legislation itself simply giving that statutory effect and that some draft policy instructions would have to note possible future options/negotiations/decisions.
- The JPB agreed Joint Leaders/s and project manager/s would update and attach to this note but the Joint Chairs (with BTPA/BTP and SPA/PS reps in all projects) so that interdependencies are ID and action taken.
- The JPB Joint Chairs asked the PMU to coordinate with PM to provide them with an updated Programme/Project Management (PPM) Plan, including key milestones and interdependencies by 17 February.
- The JPB noted the importance for close and active BTPA and BTP engagement with, and (as applicable) leadership of, the various projects.
- The JPB asked the PMU to include PM at the regular telephone conference (TC) meetings (currently every Tuesday at 0930-1000 hrs) and emphasised that it is critically important that this tests/challenges progress on delivery and ID issues. If this is not working, or any project is not delivering, then the PMU should notify the Joint Chairs immediately.

Afternote: The JPB Joint Chairs asked all Project Managers to note that they are responsible to the JPB for:

- Identifying all relevant issues to be addressed in their project, including relevant risks and interdependencies with other projects.
- Producing a succinct, clear, deliverable Project Plan which all team members are committed to deliver; including the commitment of appropriate resources.
- Actively take forward the work on delivering that Project Plan drawing on the expertise of each of the project team members, ensuring that key programme-wide milestones/dates are met (e.g. in relation to the s.90/104 Orders) and that delivery timings recognise interdependencies between projects; this area regarding delivery is absolutely key and where the PMU has a particularly important role, including on challenging progress made.
- Ensure the identification of risks, and put in place effective risk mitigations, working closely with the PMU to identify key programme risks.
- Producing recommendations for decision makers on each issue, including the identification of decision makers, which will vary by project and within the project.
- **ACTION: PMU to coord draft policy instructions with PM for the 8th JPB.**
- **ACTION: PMU to include Project Managers in the regular update meetings.**
- **ACTION: PMU provide Joint Chairs with an updated PPM Plan by 17 Feb.**
- **ACTION: An updated table of Joint Leaders and PM is attached:**
- **ACTION: The JPB Joint Chairs asked the PMU to co-ordinate with Project Managers to provide them with an updated plan, including key milestones, interdependencies, and a forward plan of workstream meetings.**

5. Programme Update - JPB 07-05

- The JPB noted the Programme Update and that most of the key points had been covered under the previous item. The JPB agreed that there was a clear need for

significant progress across all workstreams in the short term given the deadlines for progress on the secondary legislation before the 8th JPB.

- **ACTION: PMU to escalate any concerns about project progress, or progress against any individual workstream, to Joint Chairs as soon as they materialise.**
- 6. Project 5 Update.**
- The JPB noted the oral update by Transport Scotland (TS) and discussed the importance of: Joint Leadership for this project, cross border railway policing, the principle of no detriment, PS draft RPA, use of a common PSA/RPA model, where costs lie, working with RDG, railway industry funding and a future funding model by BTPA, timelines/legal advice to terminate/negotiate current/new PSA and interdependencies that any delay in securing new PSA may have with other projects.
 - **ACTION: BTPA to discuss current rail finance/PSA, and future funding models with TS/SPA/PS/BTP.**
- 7. Project 4 Update.**
- The JPB noted the oral update by Police Scotland (PS). The JPB discussed the importance of Police Scotland-BTP Joint Leadership for this project, jurisdiction, current PS work on training/ICT needs, future PS/BTP cross-border coord, railway policing risk/threat/accident/fatality/track management costs, possible reciprocal cost charging, rebranding uniforms/vehicles, current cross-border protocols, contact centre 999 calls, the train driver emergency phone line to BTP and the importance of information regarding future T&C/pensions for officers/staff.
 - **ACTION: PS to share their project leads with BTP and all PM. (done 1/2/17).**
- 8. 8th JPB Project Updates.**
- The Joint Chairs will take a view nearer the time on which projects to focus on a the 8th JPB and might take a wider view across them all.
 - **ACTION: PMU to confirm project updates with Joint Chairs for 8th JPB.**
- 9. Draft Risk Assessment - JPB 07-06**
- The JPB noted the draft Risk Assessment and requested sight of all updated Programme and Project Risks/scoring at the 8th JPB. The JPB noted BTPA/BTP funding/PSA risks and workforce/pension risks pre/post-integration.
 - **ACTION: PMU/PM's to update all draft PPM Risk Assessments by 1 March**
- **10. AOB**
- The JPB noted the HMICS inspection of BTP in Scotland and approved that the PMU would provide HMICS with previous JPB papers.
 - **ACTION: PMU to liaise with HMICS and provide previous JPB papers as required.**
- 11. Future meetings in 2017**

The JPB noted future meeting dates/timings/locations:

- **27 March 13:00-15:00 London**

- 30 May 13:00-15:00 Edinburgh
- 19 July 13:00-15:00 London
- 26 September 13:00-15:00 Edinburgh
- 27 November 13:00-15:00 London

7th JPB – Note of updated Project Team Leads & Members

Projects	Project Team Leads & Members
1A. Scottish Legislation	Lead by SG Police Division supported by SGLD and DfT Legal Advisors in partnership with DfT, SPA, BTPA, BTP & PS. PM: [redacted]
1B. UK Legislation	Lead by DfT supported by DfT Legal Advisors and SGLD in partnership with SG, SPA, BTPA, BTP & PS. PM: [redacted]
2. Workforce Project	Joint Leadership by SG & BTPA in partnership with DfT, SPA, BTP & PS. PM: [redacted]
2.1 Pensions Workstream	Joint Leadership by SPPA & BTPA in partnership with SG, DfT, SPA, BTP & PS. PM: [redacted]
3. Communications	Project Management Unit (SG) in partnership with DfT, BTPA, SPA, BTP, PS, TS, SPPA, SG Comms. PM: [redacted]
4. Operational Integration	Joint Leadership by Police Scotland & BTP in partnership with BTPA & SPA PM: [redacted]
5. Rail Funding & RPA	Joint Leadership by Transport Scotland & BTPA in partnership with DfT & SPA & PS PM: [redacted]
6. Governance & Finance	Joint Leadership by SPA & BTPA supported by BTP & PS PM: [redacted]
7. Assets & Liabilities	Joint Leadership by SPA & BTPA in partnership with BTP & PS PM: [redacted]