

**Note of Meeting
1st Joint Programme Board Meeting
21st January 2016 1100-1230hrs
St Andrews House (2WR.01)**

Purpose:

1. The purpose of this paper JPB 02-02 is to provide a Note of Meeting for the 1st JPB on 21st January 2016

Key Information:

2. The Note of Meeting summarises discussion by the 1st JPB on Agenda items and identifies actions required.

Recommendation:

3. The 2nd JPB is requested to approve the attached Note of Meeting for the 1st JPB of 21st January 2016:

[redacted]
Programme Management Unit
Police Division
Scottish Government
6th April 2016

**1st Joint Programme Board Meeting
21st January 2016 1100-1230hrs
St Andrews House (2WR.01)**

Note of Meeting:

1. Attendance & Apologies:

- | | |
|-------------------|--|
| • [redacted] | DfT by telephone conference |
| • [redacted] | DfT by telephone conference |
| • [redacted] | SG |
| • [redacted] | BTPA |
| • [redacted] | BTPA |
| • [redacted] | SGLD (Apologies) |
| • [redacted] | SPA |
| • [redacted] | SGLD |
| • [redacted] | SG |
| • [redacted] | SG |
| • [redacted] | DfT by telephone conference |
| • Don McGillivray | SG (1 st JPB Chair) |
| • [redacted] | SG |
| • [redacted] | DfT by telephone conference |
| • Dan Moore | DfT (1 st JPB Vice-Chair) by TC |

2. Note of SG/DfT bilateral meeting 18 Nov 15 (DfT) JPB 01/02

- [redacted]
- The JPB agreed the note of the SG/DfT Bilateral meeting of 18 Nov 15.

3. Draft Terms of Reference (SG) JPB 01/03

- The JPB discussed the draft TOR and agreed to establish a Joint Programme Board today; subject to Ministerial approval.
- The JPB agreed TOR 33 that: *All members and representatives will respect the spirit in which policy development and programme papers are shared in confidence by officials at meetings to promote joint partnership working for information and informal peer review before more formal circulation; and TOR 34: Specifically, all members of the JPB will treat information provided by other parties as confidential unless it is specifically agreed that it can be shared more widely.*
- The JPB agreed to consider wider attendance at JPB meetings once there was more programme direction for project workstreams¹.
- Following discussion the JPB agreed that; subject to the passage of the Scotland Bill through both Parliaments; the position of the UKG and SG was clear and it was reasonable to make sensible joint planning arrangements to take forward the relevant clauses in the Bill
- The JPB agreed to consider what meeting papers should be published².

¹ Action for 3rd JPB

² Action for 3rd JPB

- The JPB agreed to add “shared objectives of government” to TOR Top Lines³.
- The JPB noted that members have their own accountability and responsibilities and that they may need to reserve their position until confirmed by their respective Ministers/Boards.
- The JPB will consider what their future Core Agenda may look like following Programme Initiation with reporting by exception on a Joint Plan, Key Risks (including interdependencies in Scotland/England/Wales with input from DfT/BTPA), Communications, succinct Project Dashboard Reports and other key items such as a clear Joint Programme Structure Diagram and Governance Model; a fuller suit of Programme Plan documents will follow⁴.
- The JPB noted that resourcing/training for the new SG Programme Management Unit (PMU) was ongoing, that a draft framework Programme Plan was under development and that a revised legislative timeline, project timelines and project leads would be provided for the next JPB meeting.

4. Draft Outline Business Case (SG) JPB 01/04

- The JPB noted the SG draft OBC and that this will evolve into a more succinct and focussed Joint Programme Plan that reflects the shared policy position of members.
- The JPB noted the draft PPM Leads on p23 and draft timelines on p28/29/30; partners would be asked to develop projects and interdependencies after the Scottish election; DfT/SG should be represented in all projects for visibility if they are not the lead partner; likewise for BTPA/SPA. SG will update leads/partners to reflect discussions with the JPB, SPPA and Police Scotland⁵.
- The JPB noted the draft legislation timeline and that the SG will also provide a revised plan that reflects the end of CP5 and the need for reasonable time for secondary legislation. The JPB noted that the PMU focus for the next few weeks would be to progress the draft Consultation, the legislation timeline and PPM timeline with SG updates at the next meeting⁶.

5. Draft Consultation (SG) JPB 01/05

- The JPB discussed the draft SG Consultation. The SG Consultation will seek to provide reassurance on continuity/levels of service, cross-border railway policing and workforce matters and confirm that the SG is not seeking to break up the specialist railway policing function in Scotland.
- The SG Consultation would be at a high level and would ask open questions for further negotiations and approval by Scottish Ministers; the Consultation would not be the only vehicle/audit trail for engagement/decisions on future PSA/financial operating models and cross-border railway policing.
- The JPB noted that questions in the Consultation were for the SG to ask open questions on how they could progress PSA and a suitable financial model in Scotland. It was for the SG to determine PSA and a financial operating model in Scotland and for the UKG for England and Wales.

³ Action Complete

⁴ Action for 3rd JPB

⁵ Action Complete

⁶ Action for 2nd JPB

- Then JPB noted that some TOC/ROC were on both sides of the border so both Governments should liaise closely as their respective negotiations evolved; similar sharing would be required for workforce matters such as T&C, pay and pensions.
- The JPB noted that time would be required for all PSA negotiations and that a target date for integration before the end of CP5 would be a real challenge.
- The JPB noted that the Scotland Bill supporting documents should give guidance on how best to progress financial matters with further decisions on devolved matters to be determined by the Scottish Parliament.
- The JPB agreed that further reflection on the target date for integration would be required at their next meeting as at the previous Action 6:

6. Draft Timeline Risks (DfT) JPB 01/06

- Although comments about key risks were included in earlier discussions paper JPB 01/06 will be re-considered at the 2nd JPB⁷.

7. AOB

- A Note of the BTP CC-CSJ Meeting of 7 January 2016 was tabled for information as paper JPB01-07.
- General information was exchanged on dates and the process of the Scotland Bill and future devolution to the Scottish Parliament.
- The Chair and Vice Chair summarised the way forward and actions above:

8. Draft dates for future JPB meetings:

- 21 January 2016 Edinburgh
- 06 April 2016 London (changed from 30 March by mutual agreement)
- 25 May 2016 Edinburgh
- 19 July 2016 London
- 20 September 2016 Edinburgh
- 23 November 2016 London

Telephone Conference facilities will be available for all meetings

Joint Programme Board
6th April 2016

⁷ Action for 2nd JPB