

**Note of Meeting**  
**3rd Joint Programme Board Meeting**  
**9<sup>th</sup> June 2016 1300-1500hrs**  
**St Andrews House, Edinburgh**

**Purpose:**

1. The purpose of this paper JPB 04-02 is to provide a Note of the Meeting for the 3<sup>rd</sup> JPB held on 9<sup>th</sup> June 2016.

**Key Information:**

2. The Note of the Meeting summarises discussion by the 3<sup>rd</sup> JPB on Agenda items and identifies actions required.

**Recommendation:**

3. The 4<sup>th</sup> JPB is requested to approve the attached Note of Meeting for the 3<sup>rd</sup> JPB of 9<sup>th</sup> June 2016.

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

**BTP Integration Programme  
3<sup>rd</sup> Joint Programme Board Meeting  
9<sup>th</sup> June 2016 1300 – 1500hrs  
St Andrews House, Edinburgh**

**Note of Meeting:**

**1. Attendance and Apologies:**

- |                   |                                 |
|-------------------|---------------------------------|
| • [redacted]      | DfT (apologies)                 |
| • [redacted]      | DfT by teleconference           |
| • [redacted]      | SG                              |
| • [redacted]      | SG                              |
| • [redacted]      | BTPA                            |
| • [redacted]      | SG                              |
| • [redacted]      | BTPA by teleconference          |
| • [redacted]      | SPA                             |
| • [redacted]      | SGLD                            |
| • [redacted]      | SG (apologies)                  |
| • [redacted]      | DfT by teleconference           |
| • [redacted]      | SG                              |
| • [redacted]      | DfT by teleconference           |
| • Don McGillivray | SG ( 3 <sup>rd</sup> JPB chair) |
| • Dan Moore       | DfT                             |
| • [redacted]      | SG                              |

**2. Note of 2<sup>nd</sup> Joint Programme Board Meeting – JPB 03-02**

- The JPB agreed and approved the Note of the 2<sup>nd</sup> JPB. [redacted]

**3. Terms of Reference – JPB 03-03**

- The JPB were content with the Terms of Reference, with two slight amendments suggested. JPB members will liaise on the publication of the TOR.
- **ACTION POINT: PMU to make suggested changes and finalise TOR.**
- **ACTION POINT: DfT and SG to liaise on how TOR should be published at UKG and SG level.**

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

- The JPB was updated that the consultation would be cleared [redacted] before the summer recess. A draft list of stakeholders would be distributed, and DfT and BTPA would be invited to suggest additions to the list.
- **ACTION POINT: PMU to send out draft stakeholder list to DfT/BTPA.**

**5. Legislation Update – JPB 03-05**

- The JPB was updated that although the SG Programme for Government had not yet been published, the PMU were working on the assumption that the primary legislation on railway policing would be considered as a priority this year. The plan is for the legislation to take the form of a stand-alone SG Bill, although this could not be confirmed until the Programme was finalised.
- It was agreed that all SG timings and draft policy instructions (where appropriate) would be shared with DfT in confidence. It was also agreed that a broad update on progress and progression of the Bill would be tabled for future JPB meetings.
- It was suggested that a conversation on the functions of the UK Railways and Transport Safety Act 2003 may prove beneficial when discussing the primary railway legislation.
- DfT agreed that when an initial view on cross border issues was received from SGLD, a follow-up discussion would be welcome.
- It was agreed that tool would be developed in order to explain the process of primary and secondary legislation, outlining content and timelines for the JPB.
- **ACTION POINT: SG to share policy instructions with DfT when appropriate.**
- **ACTION POINT: SG and DfT to discuss UK Railways and Transport Safety Act 2003 by the end of June.**
- **ACTION POINT: SG and DfT to discuss cross border issues once SGLD has provided a view.**
- **ACTION POINT: PMU to table progress on legislation for future JPB meetings.**
- **ACTION POINT: PMU to develop a communication tool to explain primary and secondary legislation progress and timings.**

## 6. Joint Programme Update – JPB 03-06

- The JPB was invited to comment on the format and content of the draft PIDs.
- It was agreed that by the next meeting, workstream leads would need to break down their PIDs into more detail, especially the milestones, in order for this to be fed into a detailed programme plan by the next JPB meeting.
- Amendments to workstream leads were suggested and agreed. In particular, DfT noted the critical importance of the BTPA playing the lead role from a UK Government perspective, reflecting that it has the necessary information to perform this task – something that the DfT does not. The workstream leads therefore will be updated to reflect this.
- Although the date of 2019 for programme implementation had been agreed, JPB members stressed the importance of projects achieving as much as possible in 2016/17 in order for this to be fed into secondary legislation and so that any difficult issues were identified early.
- It was also agreed that by the next meeting all leads and project members need to be identified. DfT identified the need for appropriate BTP and BTPA members to be clearly identified.
- The JPB was updated on each individual PID. It was recognised that there had been some progress, although by the next meeting, significant progress would need to be made, and workstream leads would be updated on the points discussed.

- **ACTION POINT: PMU to reflect updated allocation of leads, particularly in relation to the BTPA.**
- **ACTION POINT: DfT to provide SG with a contact for the workstream project.**
- **ACTION POINT: PMU & DfT to co-ordinate consultation communications as required.**
- **ACTION POINT: BTPA to initiate discussion between BTP and Police Scotland to discuss Operational Integration, the transfer of Assets and Liabilities and Governance and Finance.**
- **ACTION POINT: DfT, SG and BTPA to discuss re-wording of Rail Funding and PSA PID to clarify role of England and Wales.**

#### **7. Draft Risk Assessment – JPB 03-07**

- The JPB was invited to comment on the format of the Draft Risk Assessment.
- It was agreed that risks would be re-visited due to the confirmed implementation date of 2019, and re-allocated appropriately.
- Workstream leads would be asked to score their risks appropriately and “flesh-out” their risks; the JPB would in future consider a one-page scorecard that would include top level risks only.
- **ACTION POINT: PMU to invite workstream leads to adjust their scores and add more detail to their risks by the next JPB.**

#### **8. AOB**

- The JPB was informed that the Secretary of State would be writing to Scottish Ministers on the now established cross-border status, confirming departments were working together on the transfer of functions through the JPB, and to confirm the extension of [redacted] appointment.

#### **9. Draft dates of future JPB meetings**

- The future dates and timings were agreed by the JPB.