



Project Progress Report Recruit Training Project Report for the Period: to 24th July 2009

Agenda Item 3 Appendix B

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1. Management Summary and RAG Status

RAG Status

Green

The decision to bring the current Student Officer Programme delivery back in-house was made on 22 June by Chief Officer Group (COG). The overall timeframes for the project are tight but achievable.

To accommodate the initial recruit training delivery at Camden St. the London PDU will be redistributed back to Areas. Areas will have the opportunity to run either an area PDU or a station by station model. L&D will provide a Recruit Development Team consisting of a Sgt and 3 PC's across Areas as follows; LN/LS; FHQ/LU and NE/NW/WW.

The first new intake to be delivered under the Recruit Training Programme will be intake 1 – commencing on 2 November. The new programme is planned to be a 22 week long taught phase (plus 2 weeks holiday) followed by an 8 week PDU phase

2. Project Status

PDU: The London PDU was reallocated back to Areas on 27 July, students had the first 2 day's training of the PDU phase at Camden St where they will meet their PDO prior to being distributed to their Area on 29 July.

A number of PDO training events have been held over the last two week to ensure that there are sufficient number of PDO's to recruits. A further date has been planned for next month to train another group of LN and LS officers to ensure that there is sufficient resilience in numbers for all remaining PDU phases. The last PDU date to hit Areas is 25 January 2010. All officers that were on secondment from Area to the PDU have been returned to Area.

Interim service level agreements and SOPs are drafted and the unsatisfactory probationer performance SOP will be implemented in the new week.

Camden St will be used to accommodate the taught training phases of the current programme and the first intake of the new programme until a permanent location has been agreed. Estates will work with L&D to re-plan the space at minimum cost. The decision on the permanent location is subject to separate papers being discussed at Programme Board and COG in the coming weeks.

Programme Design: Consultation for the new programme design has begun. A workshops was held on 27 July to bring together L&D / training and operational specialists to shape and prioritise the new course content. The programme designer has been appointed and subject to vetting should join BTP by the end of this month. The initial design / consultation phase will be complete by the end of September with final quality assurance and trainer, training in October. This will coincide with the launch of the new Recruit Training SOP.



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City University contract exit: Peter Ward is leading discussions with City University to agree the exit plans from the current contract. As agreed the contract will terminate on 15 November. The University are drawing up a 'statement of accounts' between the two parties to agree final refunds / payments due. Students on existing cohorts are being briefed on the changes, subject to agreement it is planned that those student on the current programme will be able to complete the year two University Foundation status should they wish to. A joint communication between BTP, City University and City of London police will be developed prior to full withdrawal.

Student Accommodation: The existing contract with the university ends on 14 September, City of London Police have agreed to rent out a number of rooms in their Section House to accommodate the trainers and recruits, terms of agreement are being drafted. The new arrangement will be in place from September.

Budget: The transition costs for the project will be monitored against HR Major Project cost centre and relevant job code, the whole lifecycle costs for the L&D Transformation is subject to future scrutiny by Programme Board / COG. It is assumed the majority of cost will be consumed by the L&D budget. Transition costs for the project are minimal and consist of legal costs and course design.

Project Governance: The project has been established under BTP methodology and risks and issue logs, project and transition plans are in place and monitored weekly by the project manager and the project lead (Head of L&D). However given the speed and the nature of the project the control plan has not been developed, it is suggested that a terms of reference document is more appropriate to this project.

3. Variations Against Plan

The following table provides a summary of all variations against key planned activities, milestones and deliverables.

Planned Activity/Milestone/deliverable	Completion Date in Project Plan	Current Estimated Completion Date	Explanation of any variance
PDU workstream			
Agree roles & responsibilities	End June	July 17	COMPLETE
Fill L&D RDC / PDO posts	End of June	September	Delayed – being worked through with Areas and linked to L&D restructure.
Interim SLA agreed	End June	July 18	COMPLETE
Plan recruit / PDO allocation during transition	July 24	July 24	COMPLETE
Schedule PDO training courses for officers	End Sept	End Sept	Initial training session held, future ones planned
PDU reallocated to Areas	27 July	27 July	COMPLETE from cohort 18- learning 1
Draft UPOP SOP in place	7 August	7 August	With HR Policy to QA
Programme Design			
Consultation & Design Process	17 September	17 September	On schedule – will need review on the designer has joined BTP
Programme SOP	End Oct	End Oct	On schedule
Brief / Train the trainers	End Oct	End Oct	On schedule
Intake 1 start of new Recruit Training programme	2 November	2 November	On schedule – can't move end date
University Exit			
Agree Exit Plan with University	11 August	11 August	On schedule
Exit date	15 November	15 November	On schedule
Student Accommodation			
CoLP Section House – agree terms	End July	End July	COMPLETE
Move to new accommodation	14 September 2009	14 September 2009	On schedule



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Planned Activity/Milestone/deliverable	Completion Date in Project Plan	Current Estimated Completion Date	Explanation of any variance
Move to new Accommodation details TBC	End March 2010	End March 2010	Dependant on decisions outside of this project

4. Risks and Issues for Attention of HR Major Projects Board

Major Risks

- London Areas not having sufficient resources available to manage the PDU phases i.e. PDO's
- CoLP withdrawing from the current contract earlier than planned and leaving BTP short of trainer resources during the transition phase
- Insufficient training rooms available at FHQ during the transition, that will require outsourcing at addition cost.

5. Planned Activities for Next Period

- Programme Design and Consultation continues, future consultation groups with operational leads need to be arranged to QA the course
- Agree the details of the exit from the University Contract with their transition team.
- Deliver further PDO training course for London Areas to provide further resilience to PDO numbers.