

# Public Sector Flex Framework Board

**Meeting name:** Public Sector Flex Framework Board #3

**Date of meeting:** 29/08/07 **Venue:** 22 Whitehall

**Attendees:** Cabinet Office:  
Peter Court PC, SRO  
Kevin Doherty KD, ICF  
Fujitsu:  
Eithne Wallis CB EW, SIRE  
Chris Garside CG, HA Business Unit Director  
Lincoln Redding LR, Framework Director

**Apologies:** Keri Jones KJ, Head of IT Procurement, ONS  
Scott Howell SH, Director of Procurement, ONS  
Simon Withers SW, Hedra

**Distribution:** Flex PMO

**Notes Prepared by:** Lincoln Redding **Date of Issue:** 11/09/07  
**Filed in:** ProjectWeb Framework Board

*Unless stated otherwise, target completion dates are by the next planned meeting*

## Key Information Discussed

1. Previous Actions / Agenda
2. Business Environment
3. Marketing & Sales
4. Proposal Status
5. Delivery Programme
6. Service Delivery
7. ICF
8. Recorded Decisions
9. A.O.B

ACT. No.	DESCRIPTION	ACTION BY / WHEN	Target Date	Actual Date	STATUS / COMMENT
1/1	Publish the charter for the Framework Management Board.	MSa	08/06	08/06	Agreed via Agenda and engagement of attendees. COMPLETE
1/2	Publish the standing agenda for the Framework Management Board.	MSa	08/06	08/06	Agreed by KD / LR as published for this meeting. COMPLETE
1/3	Check all names against existing Trademarks to establish if the proposed names can be used to replace the ISAAC name.	MS	30/06	30/06	COMPLETE

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1/4	Add launch event planning to the Sales and Marketing Sub Group Agenda	MS / PC	30/06	30/06	Press Release done and Marketing Plan covered in M&S Forum 05/07/07. COMPLETE
1/5	Define Customer take-on process	MSa	30/06	30/06	Now part of the Marketing Collateral. COMPLETE
1/6	Agree the nature of support to be provided by Hedra and other providers (e.g. Pincents Masons) to the customer take-on process	CG	30/06	30/06	Chris Garside / David Tryon met with Simon Withers agree engagement approach. COMPLETE
1/7	Circulate the MoU between Cabinet Office and all prospective Customers	PC / KJ	30/06	30/06	Peter Court has distributed. ONS to provide Feedback, Awaited. DIUS will sign MoU and there will be a CCN to the Framework Contract to incorporate wider pre-contract activity (See Below). ONGOING
1/8	The Sales and Marketing sub-group to agree the collateral required to promote ISAAC	PC / MS	05/07	05/07	Collateral agreed and Issued at 05/07/07 M&S Forum. COMPLETE
1/9	Publish a standing agenda for the Framework Management Board Meeting	PC / MSa	20/07	23/07	KD / LR generated draft and published prior to this Board. COMPLETE
1/10	Establish reporting cycle	LR	20/07	20/07	Framework, CO Transformation and Marketing & Sales Boards in place. COMPLETE
1/11	Set-up a forward schedule of monthly Framework Governance Meetings for the next 3 months.	LR	20/07	20/07	Dates set for 3 x Boards in advance. COMPLETE
1/12	Cost of Money action from previous meeting to be concluded	CG	13/07	13/07	PC / CG agreed to address off line. LR forwarded paper to CG. COMPLETE
1/13	Fujitsu Parent Company Guarantee delivered to the Cabinet Office	MS	06/06	06/06	Margaret has provided to CO. COMPLETE
2/1	Keri to provide OGC / Government Procurement list for Sales & Marketing Forum and Monthly Magazine contact	KJ	08/08		Await confirmation from Keri. ONGOING
2/2	Lincoln to arrange for Flex Marketing collateral to be sent to Keri and Scott.	LR	01/08	01/08	Kate M forwarded material to Keri / Scott. COMPLETE
2/3	Model and 3 <sup>rd</sup> Party Contracts. Lincoln to ensure that Andrew H and Geraldine H have progressed Fujitsu inputs.	KD / LR	08/08	08/08	Andrew Harte has provide all Fujitsu comments back to Pincents. KD / AH are chasing Micheal Horn to provide the new version for review. ONGOING
3/1	A Framework Contract CCN will be raised to increase the scope of the Pre-Contract work. This was identified in the recent engagements with DIUS. Peter provided a copy of the proposed wording to be included under Clause 4.3 of Schedule 2 and the Contract of Business Services CCD.	KD / AH	07/09		KD / AH to work this thru the Change Process CCN to Framework Contract and CCD.
3/2	Need to work up messages and communication for DIUS joining Flex between DIUS / CO / Fujitsu.	LR / SI	21/09		Steve Isherwood (Fujitsu Marketing) to coordinate this between parties.

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<b>3/3</b>	Follow-up engagements; a) CAF/CASS – Lincoln, b) Treasury – Peter / Margaret, c) NPIA (Sue Moffat) – Peter / Simon / Chris, d) Parliament (Lord Young) - Eithne, e) ODA OJEU – Lindsay.	<b>PC / MS / SW / EW / LB / LR</b>	<b>05/10</b>		<b>All to provide updates from Follow-up's mail copy to David T and Lindsay B prior to next meeting. DT / LB to include in the next update of Pipelines.</b>
<b>3/4</b>	Allsbridge Workshop on Shared Services.	<b>PC</b>	<b>05/10</b>		<b>Peter C to advise if there is an opportunity for Flex at this session.</b>
<b>3/5</b>	Mass Mailer and Roadshow presentation material from discussions with John Suffolk	<b>DT</b>	<b>14/09</b>		<b>David T to provide Peter C with copies of the material discussed with John S to ensure that Peter is fully briefed.</b>
<b>3/6</b>	Programme Delivery and Marketing activities. Need to be able to work to the Marketing Plan whilst demonstrating Programme Delivery. Peter advised his and John Suffolk's concerns on Design and Plan.	<b>EW / CG / LR</b>	<b>17/09</b>		<b>Post Mtg Note: Eithne W has written a formal status to John S. Fujitsu will deliver the Plan and Design status to CO 17/09/07. LR to set briefings, PC/CG/LR to brief John S at 18/09/07 review.</b>
<b>3/7</b>	Public Bodies / Local Government engagements will also be reported through the M&S Forum.	<b>LB</b>	<b>N/A</b>	<b>N/A</b>	<b>INFO ONLY</b>
<b>3/8</b>	Peter C / Kevin D are working to put Flex forward as an 'Exemplar' in the Suppliers Forums Desktop Group (Value / Discount / Contract / Solution / SLA's).	<b>PC / KD</b>	<b>N/A</b>	<b>N/A</b>	<b>INFO ONLY</b>
<b>3/9</b>	Cabinet Office 'AS IS' Procurement process issues. 2-3 instances where delays have been caused.	<b>LR</b>	<b>12/09</b>		<b>Lincoln to work with Andrew H and Mike E to ensure that the detail behind the Contract (for CO Purchases) is resolved and a CCN put in place and also that the process is set to match.</b>
<b>3/10</b>	Engagements - End Users have provided good feedback on the Meridio Project progress and action by Fujitsu. CO Meridio Project team target end of March 2008 rollout complete to resolve their long term performance and capacity problems.	<b>PC</b>	<b>N/A</b>	<b>N/A</b>	<b>INFO ONLY – Thank You.</b>
<b>A.O.B</b>	<b>N.F.A</b>				<b>MEETING CLOSED</b>

Once an action has been completed, highlight it in grey and delete the following month

<b>Date and location of next meeting:</b>	<b>9:00 – 10:00, 20<sup>th</sup> September 2007, 22 Baker Street (LON22)</b>
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