

Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #4

Date of meeting: 20/09/07 **Venue:** 22 Whitehall

Attendees: Cabinet Office:
Peter Court PC, SRO
Kevin Doherty KD, ICF
DIUS:
Karen Delafield, CTO
ONS:
Keri Jones KJ, Head of IT Procurement
Fujitsu:
Chris Garside CG, HA Business Unit Director
Lincoln Redding LR, Framework Director

Apologies: Scott Howell SH, Director of Procurement, ONS
Eithne Wallis CB, SIRE Fujitsu Director GBU
Simon Withers SW, Hedra

Distribution: Flex PMO

Notes Prepared by: Lincoln Redding **Date of Issue:** 24/09/07

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
1/7	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 have signed MoU and Interim Contract and there will be a CCN to the Framework Contract to incorporate wider pre-contract activity (See Below). CAFCASS have the MoU and both CO / Fujitsu will chase. ONGOING

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2/1	Keri to provide OGC / Government Procurement list for Sales & Marketing Forum and Monthly Magazine contact	KJ	08/08	20/09	Keri provided 2 x Procurement and Supply Journals and these will be provided to Stephen Isherwood. COMPLETE
2/3	Model and 3 rd Party Contracts. Lincoln to ensure that Andrew H and Geraldine H have progressed Fujitsu inputs.	KD / LR	08/08	04/09	Andrew Harte has provide all Fujitsu comments back to Pincents. The updated Template Contract has now been passed to ONS. COMPLETE
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 have raised / worked the Contract Change Note thru the Change Process for Framework Contract and CCD. ??? Status. AH
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. Need to work with Karen D / Peter C / Andy Field / Tom Roche / Rhys Jones to draft comms and approve.
3/3	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.	PC / MS / SW / EW / LB / LR	05/10		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. ONGOING
3/4	Allsbridge Workshop on Shared Services.	PC	05/10		Peter C to advise if there is an opportunity for Flex at this session. ONGOING
3/5	Mass Mailer and Roadshow presentation material from discussions with John Suffolk	DT	14/09		David T has provided Peter C with copies of the material discussed with John S to ensure that Peter is fully briefed. COMPLETE
3/6	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.	EW / CG / LR	17/09	17/09	Review sessions held 17/09/07 and 18/09/07. Forward Delivery Programme plan now understood and agreed and Marketing support is also agreed for upcoming events. COMPLETE
3/9	Cabinet Office 'AS IS' Procurement process issues. 2-3 instances where delays have been caused.	LR	12/09		Andrew H and Mike E have worked this and have implemented the Process and Catalogue Pricing to ensure that future Orders can be progressed without discussions on 'Buying'. 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.
4/1	Chris G to advise how inter-account Governance will operate and to invite Andy Field to the next Board.	CG	28/10		

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4/2	Peter C advised that the CO were preparing a business Case to the Board for 16/10 which they would like Fujitsu input, to include the Communication team in Flex. Requirements to be provided to Fujitsu and DIUS.	KD / MS	28/09		
4/3	Web Hosting Proposals. Board concerned at having Two competing Shared Services. Need to compare 'CIO / Club' scope and pricing vs Flex.	PC / KJ	28/09		
4/4	Fujitsu to work up proposal for Web Hosting for Flex using Peter C's input (4/3). Needs to link Intranet and Extranet and would benefit from meeting with CO / Xanxa / FJ Collaboration.	PC / CG / LR	28/09		
4/5	Peter C to request Brian D invites DIUS / ONS / to the Design Review sessions.	PC / BD	28/09		
4/6	Keri J advised that the ONS Board is being recommended to progress with Flex. Paul Woobey will take over as SRO from Steve Newman after decision 27/09/07.	KJ	N/A	N/A	INFO ONLY
4/7	Diary View and Invites Function in Flex. Karen D asked if this function would be available across Flex Users.	LR	28/09	21/09	POST MTG NOTE: Lincoln R confirmed with James Stinchcombe that these Functions would be available across different User Departments. COMPLETE
4/8	Karen D advised that DIUS were now under ATP Contract and this had been done in 6 weeks. They are interested in a new version of 2 nd Life Apps and further discussion on Flex and the Transformation / Rollout in DIUS.	LR / TR	28/09		Lincoln R to discuss with Tom Roche to ensure that this request in built into the DIUS / Flex Requirements.
4/9	Karen D advised that DFCS have submitted a proposal to CAF/CASS and suggested that the Fujitsu Account team should work with CAF/CASS to understand the evaluation process. Karen D is happy to assist.	CG / AF	28/09		
A.O.B	N.F.A				MEETING CLOSED

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

Date and location of next meeting:	Next Series of Framework Board meetings are presently being set and will be distributed to everyone next week.
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