

Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #7

Date of meeting: 23/01/08 **Venue:** 22 Whitehall

Attendees: Cabinet Office:
Peter Court PC, SRO
Cafcass:
Lamorna Wooderson LW, SRO
DIUS:
Karen Delafield KD, SRO, CTO
ONS:
Paul Woobey PW, SRO, CIO
Fujitsu:
Chris Garside CG, NI & HA Business Unit Director
Andy Field AF, Civil Government Business Unit Director
Lincoln Redding LR, Framework Director

Apologies: Kevin Doherty KD, ICF
Scott Howell SH, Director of Procurement, ONS
Keri Jones KJ, Head of IT Procurement, ONS
Eithne Wallis CB, SIRE Fujitsu Director GBU
Muhunda Satchithananda MS, Fujitsu ONS Account Manager
Simon Withers SW, Hedra

Distribution: Flex PMO,

Notes Prepared by: Lincoln Redding **Date of Issue:** 31/01/08
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
4/2	Web Hosting / Communication Team Peter C advised that the	KD / MS	28/09		Peter C / Kevin D to advise / request change to move forward. Margaret S

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	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.				working with Kevin D. This is now underway. ONGOING
4/3	Web Hosting Proposals. Board concerned at having Two competing Shared Services. Need to compare 'CIO / Club' scope and pricing vs Flex. Peter C to facilitate meeting between parties. Fujitsu to then work up proposal for Web Hosting for Flex. Needs to link Intranet and Extranet and include discussion with CO / Xanxa / FJ on Collaboration.	PC / KJ	28/09		Peter C agreed to facilitate setting up a meeting between parties to discuss. Peter C has written to the Club to ask what they offer and contacted [REDACTED] ¹ he will follow up. Keri J offered to follow-up too. PMO activity is progressing thru Kevin D. Karen D wished to understand what the Club solution included (S/W and Tools). ONGOING
4/9	Karen D advised DFCS have submitted a proposal to CAFCASS and suggested the Fujitsu Account team should work with them to understand the evaluation process. Karen D is happy to assist.	AF / AH	28/09	23/01	CAFCASS BAR completed 26/10/07, Proposal Submitted 29/10/07, Customer Presentation 30/10/07 – Well received. Preferred Supplier letter received from CAFCASS 02/11/07. Further meetings planned for next week and Flex team ready to support CAFCASS Account. Cafcass Contract, Schedules and CCD's progressing in parallel with ONS, Contract review next week, Unisys Contract Extension 6 months, need DCSF Business Case sign off. Target End January Signing. COMPLETE
5/1	Design Review Output. LR to arrange for Use Case document to be distributed to ONS / DIUS (Simon Field and Karen Delafield).	LR	16/11		8 Use Cases relate to Confidential and issued. NEW - 7 related to Restricted are expected in the next 2 weeks. Lincoln to identify contacts to receive these in Cafcass / DIUS and ONS and then arrange distribution. ONGOING
5/2	ONS PCS Meeting to discuss Flex. Propose joint session hosted by ONS, led by Cabinet Office with Fujitsu. ONS HR plus Duncan Short and Gillian Kay Fujitsu to attend.	PW	28/11		Progress to reach Contract. NEW - ONS advised that they have affordability issues and these are being worked. NB: Post Meeting P.Court. P.Woobey, C.Garside and L.Redding discussed progress and latest status. Board meeting now 31/01/08. ONGOING
5/3	Transition and Transformation Cost Models / Function point. Peter C requested that Fujitsu begin to develop 'standard cost models' for Transitions	LR	31/12		NEW - Lincoln R had showed Peter C the model produced by [REDACTED]² (CO Transition) and discussed this with the Board. [REDACTED]³ is testing against other

¹ Redacted under s.40(2) FOI as the information constitutes personal data of third parties whose consent to disclose has not been given.

² See Footnote 1

³ See Footnote 1

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	and Transformations based on key Functions which will enable New Customers to understand the numbers and drivers.				proposals and will then send out the updated version for independent testing by present Customers. ONGOING
6/1	Overall Flex Programme Plan and Status Report. Lincoln R to produce a Level 0 Plan for Overall Flex Programme showing each Customer key dates and provide a supporting one page Summary status for the Framework Board.	LR	22/01	23/01	NEW - Lincoln R provided Summary report including DRAFT Overall Flex Programme Plan (Based on re-vised Cabinet Office Plan incorporating initial view of the Change Impacts). This suggested DIUs as first Deployment, this was revised in the meeting to follow CO. Cafcass are presently shown as first Deployment. However Change Impacts and CO Re-planning continue. Pack provided with Minutes. COMPLETE
6/2	Use Cases. As these are issued turn the material into appropriate Marketing material.	LR	31/01		Lincoln R to provide Marketing with 'sanitised' versions of the Use Cases to be built into appropriate Marketing materials. See 5/1 above. ONGOING
6/3	Security / Accreditation Support across ICF for ONS / DIUS / Cafcass opportunity to share resources.	KJ / KD / LW	22/01		Keri J / Karen D and Lamorna W to organise for discussion on their respective Security needs. Bill Grant at CO may be able to assist. ONGOING
6/4	Private Use of Microsoft products from Enterprise Licence. Lincoln R to send Peter C guidance on what Microsoft require on Records Management / Authorisation to use, to enable Staff to have Private Use access.	LR	22/01	23/01	Lincoln R provided guidance from Microsoft and will include a Microsoft Guide to the Administrator Role with the Minutes. COMPLETE
6/5	NOTE: Cabinet Office Flex Programme Changes both Confidential and Restricted. There are a growing number of Changes being generated from the Design Reviews some Restricted, majority Confidential initial Impact Assessment underway. Input will be provided prior to the next Cabinet Office Transformation Board 18-21/01/08.	N/A	N/A	N/A	Further review of the Change Impacts and Re-planning have been held 17/01/07 and 22/01/08 and will continue to generate a new CO Plan. NFA – INFO ONLY
6/6	Transformational Government Workshop between ICF.	KD	22/01		Kevin D will be setting up a Workshop on Transformation in New Year between ICF. Peter C advised that this was OBE. COMPLETE
6/7	NOTE: Cabinet Office 'AS IS' Service. Peter C advised that the had been some excellent improvement project successes in CO including	N/A	N/A	N/A	NFA - INFO ONLY

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	Dept moves, Green Switch Off script and secure-wave deployment.				
6/8	Records Management Paper. Karen D advised that a records management paper had been produced and sent to Peter C. Peter agreed to forward this to the Board members.	PC	22/01		Peter C confirmed Records Management Paper issued to Board members. COMPLETE
7/1	Security Working Forum. Peter C suggested that as the programme was progressing that new forums would be required and that Bill Grant would set up a Security Forum for all.	PC	23/01		NEW - Peter C to discuss with W.Grant, who will set session with Security representatives for each organisation.
7/2	Overall Flex Programme Level 0 Plan. Lincoln.R presented a 'Draft' view of the overall level 0 based on CO / Fujitsu discussion from 17-22/01 and an initial estimate of the change impacts (still underway). This revision suggest DIUS as 1 st Deployment. Karen D advised that DIUS wished to be after CO this has been updated in the attached slides.	LR / PC / ALL	23/01		NEW – Initial impact assessment is still underway between CO and Fujitsu this and the re-planning of CO will be updated prior to the next meeting to support further discussion. The 'Draft' plan will therefore be subject to further update as these activities progress and can then be discussed with all Customers.
7/3	Pilot. There is an initial Pilot at Cabinet Office shown in the Level 0 Plan and then for each individual Customer prior to Full Deployment / Roll Out. Lamorna W explained some key internal cafcass dependencies that were being worked to achieve readiness for the Transformation and deployment The Board requested a level of detail be provided on the Pilot.	LR	23/01		NEW - Lincon R to provide detail of the activities leading up to the Pilot and its content to the Board by 31/01/08. Separate Slides and Technical description will be provided.
7/4	NOTE: Lincoln R to mail Karen and Lamorna on potential business process solution.	N/A	N/A	N/A	NFA – Lincoln to forward discussion mail.
7/5	Design Reviews. Lincoln R to advise Paul W of the Design Review contacts to enable his team to engage.	LR	23/01	31/01	NEW – Contracts for the Design Reviews which are held on a Wednesday Morning 09:30 until 15:00 in Fujitsu's Basignstoke Office are – Brian Duncan Cabinet Office ⁴ or ⁵ or ⁶ at Fujitsu. COMPLETE

⁴ See Footnote 1

⁵ See Footnote 1

⁶ See Footnote 1

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7/6	TUPE. The Board agreed that there needed to be a joint position on TUPE.	PC / AF	23/01		NEW – Peter C agreed to discuss this with Jo Clift, Andy Field to forward the specific question from DIUS / CAFCASS.
7/7	Framework and Confidential Changes - Funding. Peter C and Lincoln R provided a spreadsheet mapping of Routes into Flex and the Devices by which enter could be achieved and the Changes associated to these. Peter C suggested to the Board that these be funded by Fujitsu and recovered by Users Charges. Lincoln R suggested that the ICF fund could provide the development and the Users charges would follow. The Board requested that the former be investigated.	PC / LR	23/01		NEW – Peter C and Lincoln R to work up a commercial approach for dealing with changes that enhance the Framework.
7/8	Changes – Framework User Requirements and Acceptance. Peter C and Lincoln R to provide clear 'Description' of the Framework Changes prior to the next meeting, to enable the Board to confirm their support for these and likely User requirements.	PC / LR	23/01		NEW – Peter C and Lincoln R to provide Framework Change detail for review at next meeting.
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:	5th March 2008, 09:30 – 11:00, Fujitsu Basingstoke Office, ICS (Pick-up in Reception will be operated), Also to include Demonstrator Review. Directions to follow – Approx 1:00 Hour from London Waterloo Station.
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