
Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #9

Date of meeting: 16 April 2008 Cabinet Office, Whitehall

Attendees: Cabinet Office:
Peter Court PC, SRO
Kevin Doherty KD, ICF
CAFCASS:
Lamorna Wooderson LW, SRO
DIUS:
Karen Delafield KD, SRO, CTO
ONS:
Paul Woobey PW, SRO, CIO
Keri Jones KJ, Head of IT Procurement
Hedra:
Simon Withers SW, Hedra
Fujitsu:
Eithne Wallis CB, SIRE MD GBU
Muhunda Satchithananda MS, ONS Account Manager
James Harley JH, Flex Delivery Executive
Andy Laidler, Flex CTO
Chris Garside CG, BUD
Lincoln Redding LR, Framework Director

Apologies: Scott Howell SH, Director of Procurement, ONS
Peter Lowe, Director Information and Workplace Services, BERR

Distribution: Flex PMO, above

Notes Prepared by: Lincoln Redding **Date of Issue:** 18 April 2008

Filed in: ProjectWeb Framework Board

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

Key information discussed

1. Presentation by Salamander on direction for the ICF
2. Previous actions
3. Marketing & sales
4. Delivery programme
5. Service delivery
6. Particular needs and accessability
7. Recorded decisions
8. A.O.B

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Act. N°.	Description	Action by / when	Target date	Actual date	Status / comment
4/2	Web Hosting / Communication team. 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 Communications team in Flex. Requirements to be provided to Fujitsu and DIUS.	KD / MS	28/09	NFA	Peter C / Kevin D to advise change to move forward. Margaret S working with Kevin D. This is now underway. This is still under discussion in Cabinet Office Board and will be removed from these minutes for the present, to be re-visited if the decision is to proceed. COMPLETE
4/3	Web Hosting proposals. Board concerned at having two competing shared services. Need to compare 'CIO / Club' scope and pricing vs. Flex. Peter to facilitate meeting between parties. Fujitsu then to work up proposal for Web Hosting for Flex. Need to link intranet and extranet and include collaboration between CO, Xansa & FJ.	PC / KJ	28/09		Peter agreed to facilitate setting up a meeting between parties to discuss. Peter has written to the Club to ask what they offer and contacted [REDACTED] ¹ . Keri offered to follow-up too. PMO activity is progressing through Kevin D. Karen wished to understand what the Club solution included (s/w and tools). UPDATE (16/04): Club ICF contact is now [REDACTED]², Department of Health. Karen has contact details. ONGOING
5/3	Transition and Transformation indicative cost models / function point. Peter C requested that Fujitsu begin to develop 'standard cost models' for Transition and Transformation based on key Functions which will enable new customers to understand the numbers and drivers.	LR	31/12	05/03	Model produced by [REDACTED] ³ (CO Transition) and discussed with the Board is now being tested on prospective new Flex users - The Charities Commission and CrossRail. UPDATE (16/04): Now being tested in CrossRail as bid progresses. ONGOING
6/2	Use Cases. As these are issued turn the material into appropriate marketing material.	LR	31/05		[REDACTED] ⁴ / Lincoln provided to marketing with 'sanitised' versions of the Use Cases. UPDATE (16/04): Gwen S will build into appropriate marketing materials. ONGOING
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	16/04	Peter to discuss with Bill Grant, who will set sessions with Security representatives for each organisation. Keri, Karen and Lamorna to organise discussion on their respective security needs. UPDATE (16/04): Security Forum now underway with all Customer Security Officers, Chaired by Bill. COMPLETE.
7/6	TUPE. The Board agreed that	KD /	23/01		Peter agreed to discuss this with Jo

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

⁴ See footnote 1

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	there needed to be a joint position on TUPE to prevent new Customers having to seek individual legal advice.	AH			Clift, Andy Field to forward the specific question from DIUS / CAFCASS. UPDATE (16/04): Kevin D to progress into the Framework and Customer contracts with AH. ONGOING
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 suggested to the Board that these be funded by Fujitsu and recovered by user charges. Lincoln suggested that the ICF fund could provide the development and the user charges would follow. The Board requested that the former be investigated.	KD / AH	23/01		Peter and Lincoln to work up a commercial approach for dealing with changes that enhance the Framework. UPDATE (5/03). Andrew Harte (Fujitsu) has provided an outline approach (Rules of Engagement) to Kevin D and this is under discussion within the ICF. ONGOING
7/8	Changes – framework user requirements and acceptance. Peter and Lincoln 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.	LR/JH	14/03	16/04	James H and Lincoln to provide Framework Change Description detail for review by ICF/Peter prior to issue to the Board. Baseline design and change impacts are being finalised and managed to closure as part of the Fujitsu Red Alert process. Once this is complete descriptions will be published. UPDATE (16/04) Descriptions issues to board. Copy circulated with these minutes. COMPLETE
8/1	Salamander ICF role document is ready to be circulated	RB/ RT/ KD	14/03	16/04	Circulate document for review to Board to gain commitment, and then (All) agree ICF model with revised responsibilities, operations and governance. UPDATE (16/04) Salamander document circulated and KD confirmed acceptance at the Board. COMPLETE
8/2	Overall Flex Programme Plan.	JH	14/03	16/04	Final version of plan to be provided by 14 March (James Harley) and to include: <ul style="list-style-type: none"> ○ 4 remaining designs (of 78) ○ 3 remaining changes (of 27) UPDATE (16/04): Programme plan for Cabinet Office agreed and issued. Update overall programme plans also included.

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					COMPLETE
8/3	Roll-out plans for CAFCASS and DIUS. Lamorna and Karen did not consider that they have enough confidence yet in the plans for their specific roll-outs	LR/JH	31/03	16/04	<p>Set up meetings to review with Lamorna and Karen the CAFCASS and DIUS Flex roll-out planning. Meeting already arranged with Karen and Rupal Karia (FLEX transformation PGM) to address DIUS transformation detail.</p> <p>UPDATE (16/04): Rupal Karia and Steve Nye have held meetings with Lamorna and Karen to provide more detailed understanding of Flex deployment.</p> <p>ONGOING</p>
8/4	Pilot. Following a Board request for detail on the Pilot, (slides & technical description) the activities leading up to the Pilot and its content were provided to the Board by email on 1 Feb 2008.	All	11/04	01/02	<p>Comments on this Pilot paper welcomed (to Lincoln please). No comments or questions received at 16/04.</p> <p>UPDATE (16/04): Board requested that the documents be resent and any comments or questions to be input prior to next board. The documents have now been sent.</p> <p>ONGOING</p>
8/5	Following a discussion around the use cases Paul W asked for (quick) estimates for the costs of providing users with partial access options to enable ONS budget submissions to be made in light of these potential costs.	MS	14/03	NFA	<p>Muhunda to ascertain which access options are being consider by ONS and to provide prices for these (for the AS-IS service in swiftly.</p> <p>UPDATE (16/04) The use cases are not for AS IS, agreed that there is NFA.</p> <p>COMPLETE</p>
8/6	Particular needs and accessability. Following the letter presented by Karen there was a discussion about how Flex will cater for users with particular needs.	AL/KD	16/04		<p>Flex accessibility advisory group to be set up and the Flex approach to meeting particular needs to be defined. KD to seek the involvement from appropriate bodies that represent the users and assessors who will help inform this activity.</p> <p>UPDATE (16/04): KD / AL provided a paper on the proposed objectives and agendas for the 1st two meetings on Particular Needs. (copy sent with these minutes) Meeting notices will now be sent and document mailed.</p> <p>ONGOING</p>
8/7	Lotus Notes. Following the demonstration Paul W raised a question about the timing of the Lotus Notes version of Flex on the demonstrator.	AL/LR	31/03		<p>Dates for incorporating the Lotus Notes option to be agreed.</p> <p>UPDATE (16/04): Detailed planning session of next phase held week</p>

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					of 07/04. Plan to be provided to Paul and Keri J by Muhunda by 25/04.
					ONGOING
8/8	Andy Laidler to visit the four Flex customers, CO, ONS, DIUS & CAFCASS as an induction to his role as CTO Flex.	AL	30/04		Activity to understand the Flex customers. UPDATED (16/04): Andy has met with Lamorna and Karen and has dates in the diary for Paul and Peter. ONGOING
9/1	Include CAFCASS, ONS and DIUS Level 0 Plan in Summary Report. Ensure that Overall Programme Plan and Level 0 dates sync and dependencies are included.	JH/LR	28/05		
9/2	'AS IS' Service Catalogue requested by ONS / DIUS.	MS/LR	28/05		
9/3	'TO BE' Flex Products & Services Catalogue requested by all Customers.	JH/LR	28/05		
9/4	Sustainability Paper to be forwarded to Board	KD	21/04		Paper presented at Government action list. COMPLETE Paper circulated with these minutes (080416 Govt CIOs - Green action list.doc)
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:	28 May 2008 09:30-10:30 22 Whitehall, Room tbc (meet in reception)
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