Public Sector Flex Framework Board

Meeting name:	**Public Sector Flex Framework Board #8**

Date of meeting:	5 March 2008	Fujitsu, Basingstoke

Attendees:

<u>Cabinet Office</u>:
Peter Court PC, SRO
Kevin Doherty KD, ICF
Tim Lewry TL, Shared Services Team
<u>CAFCASS</u>:
Lamorna Wooderson LW, SRO
<u>DIUS</u>:
Karen Delafield KD, SRO, CTO
<u>ONS</u>:
Paul Woobey PW, SRO, CIO
<u>Salamander</u> (part time):
Rob Bowles RB
Robin Tullett RT
<u>Fujitsu</u>:
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

Apologies:

Scott Howell SH, Director of Procurement, ONS
Keri Jones KJ, Head of IT Procurement, ONS
Lincoln Redding LR, Framework Director
Andy Field AF, Civil Government Business Unit Director
Simon Withers SW, Hedra

Distribution:

Flex PMO, above

Notes Prepared by:	Chris Garside	**Date of Issue:**	11 March 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 accessabiity**
7. **Recorded decisions**
8. **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 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**		Peter C / Kevin D to advise change to move forward. Margaret S 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 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 ▇▇▇▇ ▇▇▇▇ [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). **ONGOING**
5/1	**Design Review Output. LR to arrange for Use Case document to be distributed to ONS and DIUS (Simon Field and Karen Delafield).**	**LR**	**16/11**		Eight Use Cases relating to Confidential have been issued. **UPDATE (5/03): Use Cases for RESTRICTED were handed out at the meeting (5 Mar). If more copies or soft copies are required please contact James Harley: ▇▇▇▇▇▇▇▇▇▇ ▇▇▇▇▇▇▇▇ [2].** **COMPLETE**
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 of Fujitsu to attend.**	**PW**	**28/11**		Progress to reach Contract. **UPDATE (5/03): ONS contract now signed and progressing to people transfer end March 2008.** **COMPLETE**
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**		**UPDATE (5/03): Transition. The model produced by ▇▇▇▇ ▇▇▇▇ [3] (CO Transition) and discussed with the Board is now being tested on prospective new Flex users - The Charity Commission and CrossRail.** **ONGOING**

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[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

6/1	Overall Flex programme plan and status report. Lincoln 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	UPDATE (5/03): Revised level zero Flex Framework and customer roll-out plans provided in programme update report (attached with these minutes). Discussion around the deliverability of these plans. More detailed level plans are available if required. Further discussion around completion (by 14 March) of the: ○ 4 remaining designs (of 78) ○ 3 remaining changes (of 27) See also new action 8/2 COMPLETE
6/2	Use Cases. As these are issued turn the material into appropriate marketing material.	LR	31/01		Lincoln to provide marketing with 'sanitised' versions of the Use Cases to be built into appropriate marketing materials. ONGOING
6/3	Security Accreditation support across ICF for ONS, DIUS, CAFCASS - opportunity to share resources.	KJ / KD / LW	22/01		Keri, Karen and Lamorna to organise for discussion on their respective Security needs. Bill Grant at CO may be able to assist. UPDATE (5/03): consensus to merge this with action 7/1. 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		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. ONGOING.
7/2	Overall Flex programme level 0 Plan. Lincoln 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 suggests DIUS as 1st deployment. Karen advised that DIUS wished to be after CO this has been updated in the attached slides.	LR / PC / ALL	23/01		UPDATE (5/03): James Harley presented Flex Framework and customer roll-out plans (see programme update report attached with these minutes). Discussion around the deliverability these plans. More detailed plans are available if required. Further discussion around completion (by 14 March) of the: ○ 4 remaining designs (of 78) ○ 3 remaining changes (of 27) See also new action 8/2 COMPLETE
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 and roll out. Lamorna explained some key internal CAFCASS	LR	23/01		UPDATE (5/03): Lincoln provided details (slides and technical description) of the activities leading up to the Pilot and its content to the Board by email on 1 February 2008.

	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.				See also new action 8/4 **COMPLETE**
7/4	**NOTE: Lincoln to mail Karen and Lamorna on potential business process solution.**	N/A	N/A	N/A	NFA – Lincoln to forward discussion mail. **COMPLETE**
7/6	**TUPE. The Board agreed that there needed to be a joint position on TUPE.**	PC / AF	23/01		Peter agreed to discuss this with Jo Clift, Andy Field to forward the specific question from DIUS / CAFCASS. **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.**	PC / LR	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		James H and Lincoln to provide Framework Change Description detail for review by ICF/Peter prior to issue to the Board. **UPDATE (5/03). Baseline design and change impacts are being finalised and managed to closure as part of the Fujitsu Red Alert process. Once this is complete these descriptions will be published – target 14 Mar. Action on James H & Lincoln. ONGOING**
8/1	**Salamander ICF role document is ready to be circulated**	RB/ RT/ KD	14/03		**Circulate document for review to Board to gain commitment, and then (All) agree ICF model with revised responsibilities, operations and governance.**
8/2	**Overall Flex Programme Plan.**	JH	14/03		**Final version of plan to be provided by 14 March (James Harley) and to include:** o **4 remaining designs (of 78)** o **3 remaining changes (of 27)**
8/3	**Roll-out plans for CAFCASS and DIUS. Lamorna and Karen did not consider that they have enough confidence**	LR/JH	31/03		**Set up meetings to review with Lamorna and Karen the CAFCASS and DIUS Flex roll-out planning. Meeting already arranged with**

	yet in the plans for their specific roll-outs				Karen and Rupal Karia (FLEX transformation PGM) to address DIUS transformation detail.
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		Comments on this Pilot paper welcomed (to Lincoln please)
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		Muhunda to ascertain which access options are being consider by ONS and to provide prices for these (for the AS-IS service in swiftly.
8/6	Particular needs and accessabiity. Following the letter presented by Karen there was a discussion about how Flex will cater for users with particular needs.	AL/KD	16/04		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.
8/7	Lotus Notes. Following the demonstration Paul W raised a question about the timing of the Lotus Notes version of Flex.	AL/LR	31/03		Dates for incorporating the Lotus Notes option to be agreed
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.
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:	16 April 2008 09:30-10:30 22 Whitehall, Room KH.01.35