

# Public Sector Flex Framework Board

**Meeting name:** Public Sector Flex Framework Board #6

**Date of meeting:** 12/12/07

**Venue:** 22 Whitehall

**Attendees:** Cabinet Office:  
Peter Court PC, SRO  
Cafcass:  
Lamorna Wooderson LW, SRO  
DIUS:  
Karen Delafield KD, CTO  
ONS:  
Keri Jones KJ, Head of IT Procurement, ONS  
Fujitsu:  
Chris Garside CG, HA Business Unit Director  
Andy Field AF, Cafcass / DIUS Business Unit Director  
Lincoln Redding LR, Framework Director  
Hedra:  
Simon Withers SW, Hedra

**Apologies:** Kevin Doherty KD, ICF  
Paul Woobey PW, Head of IT Procurement  
Scott Howell SH, Director of Procurement, ONS  
Eithne Wallis CB, SIRE Fujitsu Director GBU  
Nicholas Corrighan NC, CAF/CASS Account Manager  
Muhunda Satchithananda MS, ONS Account Manager

**Distribution:** Flex PMO,

**Notes Prepared by:** Lincoln Redding

**Date of Issue:** 31/12/07

**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	PC /	30/06	30/06	Peter Court has distributed. ONS to

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	Cabinet Office and all prospective Customers	KJ			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. Revised Draft MOU to be sent out to ONS, Peter C to copy Paul W. <b>NEW - Done. COMPLETE</b>
4/1	Chris G to advise how inter-Account Governance will operate and to invite Andy Field to the next Board.	CG	28/10	12/12	Eithne and Chris confirmed that a session had been set within Fujitsu to cover Inter-Account Governance 08/11/07. Andy Field was represented at the meeting by Nicholas Corrighan. Need to include discussion on the point made by Karen D and Kevin D that where Departments have no IT organisation then Fujitsu need to recognise that the 'normal' activities will need to be supported, this seemed to take a while on DIUS. <b>NEW - Chris G provided an update on Eithne's BUD's review of Flex and Outcomes. CG / LR will own Framework and CO / ONS, AF will own Cafcass / DIUS / BERR. LR and Flex Account team will assist other Accounts with Proposals and Deliver Flex to them. Relationships will remain with present Accounts as previously advised. COMPLETE</b>
4/2	<b>Web Hosting / Communication Team</b> 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		Peter C / Kevin D to advise / request change to move forward. Margaret S working with Kevin D. <b>NEW - This is now underway. ONGOING</b>
4/3	<b>Web Hosting Proposals.</b> 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. <b>NEW – Peter C has written to the Club to ask what they offer and contacted [REDACTED]<sup>1</sup> 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</b>

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

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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 <sup>nd</sup> Life, WEB 2.0 and Web Cast Apps and further discussion on Flex and the Transformation / Rollout in DIUS.	LR / TR	28/09		Lincoln R to discuss with [REDACTED] <sup>2</sup> to ensure that this request is built into the DIUS / Flex Requirements. Lincoln R has contacted [REDACTED] <sup>3</sup> and Caroline M and provided this info. Fujitsu DIUS CAR has moved to 12/11/07 and Go Live for their new solution is 19/11/07. Also [REDACTED] <sup>4</sup> gave the Fujitsu DIUS team a Technical Intro to Flex on 01/11/07. We now await the working session with DIUS once Go Live is achieved to discuss the required Flex solution. Set 'Blue Sky' session with Karen D and Kevin D. <b>NEW – DIUS 1st Part of 'AS IS' Go Live 19-20/11/07, 2<sup>nd</sup> Part started 17/12/07, 3<sup>rd</sup> Phase Mid January. Initial problems with Service / Apps Daily Calls ongoing. Flex futures 'Blue Sky' session will follow when stability established. WIP for DIUS and Account team. COMPLETE</b>
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		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. <b>NEW – 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 Mid January Signing. ONGOING</b>
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		<b>NEW – 8 Cases relate to Confidential and are being issued, 7 are Restricted and are being completed. Lincoln to identify contacts to receive these in Cafcass / DIUS and ONS and then arrange distribution. ONGOING</b>
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 / KJ / MS / LR	28/11		<b>NEW – Progress to reach a completed Set of Contract, Schedule and CCD's continues. ONS confirmed their commitment to sign up with Flex and advised that there are HR elements that will take the signature past 21/12/07. A Tracking Teleconference and Joint Plan to reach Signature is being implemented. ONGOING</b>

<sup>2</sup> See footnote 1

<sup>3</sup> See footnote 1

<sup>4</sup> See footnote 1



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5/3	Transition and Transformation Cost Models / Function point. Peter C requested that Fujitsu begin to develop 'standard cost models' for Transitions and Transformations based on key Functions which will enable New Customers to understand the numbers and drivers.	LR	31/12		NEW – [REDACTED] <sup>5</sup> has been working up base material, e-mails between [REDACTED] <sup>6</sup> / Peter C. Initial Paper expected 18/12/07. ONGOING
5/6	Microsoft Personal Use Licences. Peter C asked if there was a scheme available for Home Use or Purchase as an added benefit for Customer Staff.	LR	16/11	14/11	Fujitsu held a meeting with Microsoft 07/11/07 to progress the Flex Licensing approach. Microsoft advised that the 'Home Use' option is available to all Enterprise Licence Customers Staff and an Administrator needs to be put in place who registers the requests / users. There is also Employee Purchase available but this does attract a Benefit Tax from IR and therefore may not be as attractive. <b>NEW – Need to have Enterprise Licence or Purchase one when joining Flex. COMPLETE</b>
5/7	Hitachi SAN. Peter C asked if 'NET APPS' have S/W like Hitachi that 'Sees' any SAN as more storage and therefore may enable the available SAN to be used. Lincoln to research and advise.	LR	28/11		<b>NEW – Following inputs from Flex SAN supplier and James Stinchcombe, equivalent capability is available which would requires a H/W Controller and S/W Virtualisation Product to sit on top of another Storage Device. COMPLETE</b>
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		<b>NEW - Lincoln R to produce and circulate 1<sup>st</sup> Overall Flex Programme Plan and Status Report for review at the next Framework Board.</b>
6/2	Use Cases. AS these are issued turn the material into appropriate Marketing material.	LR	31/01		<b>NEW – Lincoln R to provide Marketing with 'sanitised' versions of the Use Cases to be built into appropriate Marketing materials.</b>
6/3	Security / Accreditation Support across ICF for ONS / DIUS / Cafcass opportunity to share resources.	KJ / KD / LW	22/01		<b>NEW – 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.</b>
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	LR	22/01		<b>NEW – Lincoln R to provide guidance from Microsoft to Peter C for Private use.</b>

<sup>5</sup> See footnote 1

<sup>6</sup> See footnote 1

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	Private Use access.				
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	NFA – INFO ONLY
6/6	Transformational Government Workshop between ICF.	KD	22/01		NEW – Kevin D will be setting up a Workshop on Transformation in New Year between ICF.
6/7	NOTE: Cabinet Office 'AS IS' Service. Peter C advised that the had been some excellent improvement project successes in CO including Dept moves, Green Switch Off script and secure-wave deployment.	N/A	N/A	N/A	NFA - INFO ONLY
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		NEW – Peter C to forward Records Management Paper to Board members.
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:	23 <sup>rd</sup> January 2008, 09:30 – 10:30, Cabinet Office, Room TBA (Usual Pick-up in Reception will be operated).
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