
Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #18

Date of meeting: 4th June 2009 Cabinet Office

Attendees:

Cabinet Office:
Lesley Hume LH, SRO
Daniel Ward, DW,
Carly Newman, CM, Flex Framework
Kevin Doherty KDo, ICF

Treasury:
Karen Delafield KDe, Group Head of Information Services & Facilities

ONS:
Colin Shaw CS, Service Director

CAFCASS:
Lamorna Wooderson LW, SRO Corporate Director
Darren Scates DS, Head of IT

Fujitsu:
Rupal Karia, RK, Programme Manager, Framework
Stuart Ebdon, SE, Service Director
Malcolm Guard, MG, CTO
Vince Fullwood, VF, Commercial Manager
Tony Harrison, TH, Account Director, ONS
Chris Drew CD, Flex Framework Director

Flex PMO, above

Distribution:

Notes Prepared by: Chris Drew **Date of Issue:** 8 June 2009

Filed in: ProjectWeb Framework Board

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

Key information discussed:

Summary overview of progress

Hot topics:

- Defect Resolution
- Commercial Negotiations
- Service Readiness
- Next steps for above

Framework Decisions

Action updates

Public Sector Flex Framework Board

Act. N°.	Description	Action by / when	Target date	Status / comment
12/1	Ensuring positive communications where due. Consistent messages required across all Flex customers and users	CD/KDo	Now 15/04	<p>One approach would be to seek views from converted CO users and use these for positive messages ahead.</p> <p>UPDATE (05/11): various activities have been initiated by Fujitsu and the CO. FS/CO to assess how this can be rolled out to other customers.</p> <p>PC recommended 'tracker system' to communicate resolution of defects.</p> <p>UPDATE (17/12) Action continues.</p> <p>UPDATE (03/03) Communications Plan now being created. It was agreed that until Flex has successfully rolled out to a wider user based this would be postponed.</p> <p>UPDATE: Plan continues to be on hold until successful roll out of Flex.</p>
12/7	ICF Discount	PC now LH	Now 15/04	<p>Clarify the arrangements for distribution of the ICF discount so that new potential Flex users can evaluate the actual benefit of Flex in their business cases.</p> <p>UPDATE (05/11): CFWD.</p> <p>UPDATE (17/12) Ongoing</p> <p>UPDATE: CLOSED. Now part of Governance discussions</p>
14/4	<p>DR Test: Fujitsu to issue management summary of test report by early Jan</p> <p>Agree date for next rehearsal – driven by resolution plan and rollout dates</p>	CD	Now	<p>UPDATE: CLOSED, report now supplied.</p> <p>UPDATE (21/04) Action to be completed</p> <p>UPDATE (04/03) Action to be completed</p>
14/6	Deliver and apply appropriate (not onerous) security to the Wi-Fi solution (connection for home workers). Specifically for Cafcass but also for all Flex customers. ICF and Fujitsu to agree appropriate engagement with CESC and OGC.bs to mitigate accreditation risks.	RK	Now 15/04	<p>UPDATE (04/03) Bill Grant provided agreement to use Wi-Fi subject to WPA2. Fujitsu working on a solution that only allows access via this route</p> <p>UPDATE (21/04): MU to present the solution to the next TIB in mid May 2009.</p> <p>UPDATE: Closed. Solution presented to TIB</p>
16/2	Agree on a timetable for provision of updated consolidated transformation plans	CD/LH	31/03	<p>UPDATE (21/04): On-going.</p> <p>UPDATE: On-going, indicative plan updated and supplied monthly in this forum while full delivery governance is implemented.</p>
16/4	Provide a paper to the	CD	31/03	UPDATE (21/04): On-going. Paper

Public Sector Flex Framework Board

	Framework Board describing project governance across Flex customers			drafted and will provided once Stream 3 (Governance) of the Commercial Negotiations have concluded. UPDATE: To be supplied via the Service & Delivery Board once up and running.
16/7	TIB to review the particular needs action (see below) and report back to the next Framework Board on progress	SF	15/04	UPDATE (21/04): On-going. UPDATE: On-going
17/1	It was agreed that the Cabinet Office would sign CAN003 on behalf of the ICF.	KD/VF	4/06	UPDATE: CLOSED. CAN003 signed.
17/2	Fujitsu to produce a summary of the Cafcass delivery and the reasons for it being postponed.	CD	ASAP	UPDATE: CLOSED. Overtaken by other communications and on-going customer interactions.
17/3	Fujitsu to provide a Defect Resolution Plan for Flex	CD	4/06	UPDATE: CLOSED. Plan provided monthly via this forum.
17/4	Fujitsu to provide a consolidated Service Improvement plan for Flex	CD	4/06	

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

Date of next meeting:	20 August 2009
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