
Public Sector Flex Framework Board

Meeting name: Public Sector Flex Framework Board #10

Date of meeting: 28 May 2008 Cabinet Office, Whitehall

Attendees:

Cabinet Office:
Peter Court PC, SRO
Kevin Doherty KDo, ICF

DIUS:
Karen Delafield KDe, SRO, CTO

ONS:
Keri Jones KJ, Head of IT Procurement

Cross Rail:
Brian Hudson, BH

Hedra:
Simon Withers SW, Hedra

Fujitsu:
Eithne Wallis CB, SIRE MD GBU
Muhunda Satchithananda MS, ONS/Cross Rail Account Manager
James Harley JH, Flex Delivery Executive
Tom Roche TR, Account Director, Education
David Jackson DJ, Framework Director
Mark Ursell MU, Lead Technical Architect
Chris Garside CG, BUD

Apologies:

Scott Howell SH, Director of Procurement, ONS
Peter Lowe, Director Information and Workplace Services, BERR
Lamorna Wooderson LW, SRO Corporate Director, CAF/CASS
Paul Woobey PW, SRO ONS, CIO
Andy Laidler, Flex CTO, Fujitsu

Distribution: Flex PMO, above

Notes Prepared by: Chris Garside **Date of Issue:** 30 May 2008

Filed in: ProjectWeb Framework Board

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

Key information discussed

Previous actions

1. Brian Hudson introduction to Cross Rail
2. Programme status
3. Transformation programmes
4. Changes
5. A.O.B

Public Sector Flex Framework Board

Act. N°.	Description	Action by / when	Target date	Actual date	Status / comment
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		<p>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.</p> <p>UPDATE (28/05): meeting now arranged with now [REDACTED]³ and colleague on 5 Jun (12:00 at Fujitsu, 22 Baker St.) to discuss potential integration of The Club in Flex. Attendees: KDo, DJ, MS.</p> <p>NOTE: Both ONS & DIUS have asked Fujitsu and the Club for comparative quotes for web hosting.</p> <p>ONGOING</p>
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.	DJ/CG	31/12 Now 9/07	05/03	<p>Model produced by [REDACTED]⁴ (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.</p> <p>UPDATE (28/05): Request from customers (DIUS and others) for outline Transformation indicative model to be progressed to include a 'list of line items'.</p> <p>ONGOING</p>
6/2	Use Cases. As these are issued turn the material into appropriate marketing material.	DJ/CG	31/05		<p>[REDACTED]⁵ / Lincoln provided to marketing with 'sanitised' versions of the Use Cases. UPDATE (16/04): Gwen S will build into appropriate marketing materials.</p> <p>UPDATE (28/05): progress report provided at Flex marketing</p>

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

⁵ See footnote 1

Public Sector Flex Framework Board

					Board 29/05. COMPLETE
7/6	TUPE. The Board agreed that there needed to be a joint position on TUPE to prevent new Customers having to seek individual legal advice.	KDo / AH	23/01		Peter agreed to discuss this with Jo 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. UPDATE (28/05): This action and action 7/7 were to be discussed at a meeting between KDo and AH later in the week. 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.	KDo / 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. UPDATE (28/05): This action and action 7/6 were to be discussed at a meeting between KDo and AH later in the week. ONGOING
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	CG/JH/ TR	31/03	16/04	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. UPDATE (16/04): Rupal Karia and [REDACTED]⁶ have held meetings with Lamorna and Karen to provide more detailed understanding of Flex deployment. UPDATE (28/05): Significantly more detail on CAFCASS has been provided to Lamorna – some of this in the report circulated. ONGOING (DIUS)
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	All	11/04	01/02	Comments on this Pilot paper welcomed (to Lincoln please). No comments or questions received at 16/04. UPDATE (16/04): Board requested that the documents be resent and any comments or

⁶ See footnote 1

Public Sector Flex Framework Board

	2008.				<p>questions to be input prior to next board.</p> <p>UPDATE (28/05): The paper was sent on 18 Apr.</p> <p>ONGOING</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/KDo	16/04		<p>Flex accessibility advisory group to be set up and the Flex approach to meeting particular needs to be defined. KDo to seek the involvement from appropriate bodies that represent the users and assessors who will help inform this activity.</p> <p>UPDATE (16/04): KDo / 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>UPDATE (28/05): KDo advised that details of a Particular Needs working group have been circulated. KJ and KDe to recommend people to sit on panel.</p> <p>KDo confirmed to KDe that people with disabilities would be most welcome.</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/JH	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 of 07/04. Plan to be provided to Paul and Keri J by Muhunda by 25/04.</p> <p>UPDATE (28/05): A basic Notes demonstrator (Mail and Calendar) will be ready to demo 3rd week June. However, workstation will not have ONS context nor applications loaded. Since this will have limited functionality the demonstration is re-planned for 3rd week Sep for a meaningful scenario.</p> <p>ONGOING</p>
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		<p>Activity to understand the Flex customers.</p> <p>UPDATED (16/04): Andy has met with Lamorna and Karen and has dates in the diary for Paul and Peter.</p> <p>UPDATED (28/05): Andy has visited CO, ONS, DIUS & CAFCASS, Cross Rail remains.</p> <p>ONGOING</p>

Public Sector Flex Framework Board

9/1	Include CAF/CASS, ONS and DIUS Level 0 Plan in Summary Report. Ensure that Overall Programme Plan and Level 0 dates sync and dependencies are included.	JH	28/05		UPDATED (28/05): Plans provided. DIUS not yet but action covered by 8/3. COMPLETE
9/2	'AS IS' Service Catalogue requested by ONS / DIUS.	TR	13/6		UPDATED (28/05): AS-IS catalogue due to be provided to ONS on 14 th Jun. Date for DIUS catalogue to be provided. ONGOING
9/3	'TO BE' Flex Products & Services Catalogue requested by all Customers.	JH	28/05		UPDATED (28/05): TO-BE catalogue due to be piloted on 26 June ONGOING
10/1	Acceptance into service for the RESTRICTED CAF/CASS service.	JH/DJ LW/KJ/ KDe/KDo	2/06 for list 6 /06 for testers		Fujitsu to provide a description of the acceptance testing criteria required. ONS, DIUS, CAF/CASS and CO to identify areas of this acceptance process that they can take on.
10/2	Framework Changes review. To be scheduled immediately after the next Flex Framework Board (#11). 10:30 to 12:00 on 9 Jul 08	CG	2/06		
10/3	Cross Rail – GSi or GSX? Meeting to be scheduled. (for information: GSI meeting to be held on 2 Jun 08)	MS	2/06		
10/4	Directory of information on Flex available to customers who have signed MoU	MU (for token access solution) CG for info.	27/06		
10/5	Set up of Demonstrator for Sport England (350 seats) in mid Jun	JH	13/06		
A.O.B	N.F.A				MEETING CLOSED
	Other items discussed from presentation deck: Slide 3. Discussion around framework plan mitigation Slide 9. Discussion around the CO Meridio system Slide 12. Important to ONS that the date of the Drummond Gate move does not slip				

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

Date and location of next meeting:	9 Jul 2008 09:30-10:30 22 Whitehall, Room KH-01.28 (meet in reception) To be followed by Framework changes review (10/2)
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