

Norfolk e-Champions Group
Notes of the meeting held on
Wednesday 17th March 2004 at Broadland District Council

Present:

Matthew Cross	Broadland District Council
Stephen Fennell	Broadland District Council
Cliff Grosvenor	Gt Yarmouth Borough Council
Mark Barrow	Gt Yarmouth Borough Council
Karen Kennedy	Gt Yarmouth Borough Council
Andrew Mewes	NCP, Planning and Technical Project Manager
Ruth Kerry	NCP, Project QA
Tim Anderson	Norfolk County Council
Anna Graves	Norfolk County Council
Nick Nicholson	Norwich City Council
Tim Mobbs	South Norfolk Council
Janet Norman-Philips	South Norfolk Council

ACTION

1. **Apologies**

Apologies were received from: Glyn Evans, Teresa Coldicott, Graham Bull, Colin Bland, Ray Harding

2. **Minutes of the previous meeting and matters arising**

The notes of the previous meeting were agreed.

CMS – Anna said that Sandra Eastaugh would come to the April meeting to brief the group.

External Groups – Tim asked authorities to let him know if they wanted a copy of the list of external groups.

Invoices – Ruth confirmed that most invoices had now been received.

3. **NCP Project - Highlight Report**

Andrew highlighted progress since the last meeting, current significant issues and future outlook as outlined in the appended report.

4. **NCP Future Requirements**

Realising the benefits - a CONFIDENTIAL DISCUSSION was held. Ruth Kerry and Andrew Mewes left the room for this item. The CONFIDENTIAL MINUTE is therefore recorded separately.

Future Workload – Tim briefed the group on future work the partnership may agree to take on, current funding bids, priority services, and other suggestions as

highlighted in his appended report. He agreed to carry out some further work to rationalise the list and contact districts separately to discuss before bringing back to the group for discussion at the next meeting. Anna suggested that the session should be facilitated and it was agreed that Caroline Gordon from Norfolk County Council should be invited to do this.

Tim
Agenda

Anna

5. **National Smartcard Project**

The group welcomed John Defoe who briefed them on the National Smartcard Project. John said that:

- Smartcards held a chip. Size of memory was increasing. Issues existed about what operating systems should be run on them. No clear route forward at the moment. Project should provide some of this information.
- The Project commenced in March 2003 and existed to bring together knowledge and expertise to provide a framework that would drive ongoing developments.
- A Starter pack would be located on-line, number of pilot sites would be rolled out. Software management and integrity were being considered.
- The opportunity existed for authorities to register an interest.

John highlighted the Website and CD rom content. Tim reminded the group of the work within the County and queried the procurement process with John. John said that within the outputs there would be a technique for creating frameworks to assist. He confirmed that one group were getting authorities together so that a large number of cards could be purchased in bulk. This would reduce cost. Tim said that 'Shaping the Future' were interested in looking at some form of entitlement card for Arts/Leisure and Cambridgeshire were considering whether there was a possibility of a three County procurement exercise. John said that the difficulty was getting all partners to agree what was required. Mark suggested that if the partnership wanted to move forward with smartcards this should be done collectively.

6. **e-Forms benefits**

The group welcomed Anite/eBase.

Mike Parry introduced Anite and its work and agreed to forward copies of his presentation to the group. Mike highlighted the diverse range of Anite's work and outlined some of the current projects. Mike said that best of breed components were united to connect with the community.

Andrew

Ken Gibbs described the work of eBase and described the problems of e-enabling work eg scattered forms, isolated systems, duplication, inconsistency and complexity. Ken confirmed:

- the benefits of the form and its flexibility, including the ability to use a number of languages
- how e-forms could be utilised in the office and assist with back-office integration.

- the service improvement benefits.
- that ready made forms existed.

On behalf of the group, Tim thanked Anite/eBase for their presentation and said that this would assist the discussions at the next meeting to consider how processes could be streamlined and used.

7. **General Update**

Tim introduced his appended update and said that:

LPSA – negotiations were continuing and information for consultation would follow shortly.

Take up and Marketing – PID had been circulated. Involvement would need to be considered and proposals would follow.

e-Innovations – West Norfolk bid had been accepted.

8. **Contact Strategy**

To be taken forward at next meeting.

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9. **Any Other Business**

Broadband - Tim reminded the partnership that Economic Development at the County Council were awaiting comments on the proposed Broadband Strategy.

All

On behalf of the partnership Tim thanked Ruth Kerry for all her work and wished her well for the future.

10. **Date of future meetings**

It was agreed that another date for the April meeting should be allocated.

Jackie

Jackie would find authorities to host other meetings throughout the year.

Jackie