

Norfolk e-Champions Group
Notes of a meeting held on
Wednesday 23rd April 2003 at Broadland District Council

Present:

Becky Hellard	Breckland District Council
Colin Bland	Broadland District Council
Matthew Cross	Broadland District Council
Cliff Grovenor	Gt Yarmouth Borough Council
David Tate	King's Lynn and WN Borough Council (Chair)
Tim Anderson	Norfolk County Council
Ian Wallis	Norfolk County Council
Alan Tidmarsh	Norfolk County Council
Graham Bull	North Norfolk District Council
Nick Nicholson	Norwich City Council
Ken Barnes	South Norfolk Council

1. **Apologies**

Apologies were received from Anna Graves, Janet Norman-Philips

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

The minutes of the meeting held on 25th March were agreed.

SUPER 2 - Colin said that Steve Holland (Norfolk County Council's Head of Trading Standards) would like to explain the opportunities and particular applications that might be useful to the partnership. It was agreed that an invitation should be extended to Steve to join the next meeting (14 May).

3. **Projects Update**

Tim presented the appended paper detailing the current situation on a number of projects:

Regional Portal - Tim asked for nominations for the training which had been scheduled for 16 May (not 23 May as stated in the reported). Tim drew attention to the suggested format for the Website as highlighted in the appended report. Colin confirmed the necessity for the Regional Portal. Tim said that it had been set up by the IDeA and that their information was hosted there. Tim confirmed that the Regional Portal also now allowed public or voluntary organisations the opportunity to have a site hosted.

It was agreed that:

- The regional portal be used to host Norfolk Connect Partnership info
- Training nominations be sent to Tim

Citizen Authentication - Tim confirmed that discussions with the Office of the e-Envoy had highlighted two initiatives for development:

- Government Gateway - a mechanism for a single login and back office system charge and WN had expressed an interest in this.
- Secure email product - there had been no take up for this.

ACTION

Jackie

All

Tim/All

Tim confirmed that West Norfolk had continued discussions with the Office of the e-Envoy and David suggested that funding be provided by the partnership for the work (in the region of £20,000). It was agreed to consider the issue as part of the prioritisation of projects.

Face to Face - Tim highlighted developments: new outlets, existing arrangements, discussions with the Pensions Service and Police. Tim agreed to provide copies of draft SLAs for those who were interested.

Tim

E-Democracy - Tim explained that this work was slightly different from the rest of the Local Government Online projects. LGOL were working to pull together local projects and were holding meetings to take this forward. Tim said that he and Ian Lambert (Norfolk County Council's Head of Democratic Services) hoped to attend to pick up any issues that the partnership should take forward. e-Voting, supporting Members, and community leadership were three elements of the national project. Confirming the situation regarding the forthcoming local elections, Nick said that Norwich were involved in a one off trial which included e-voting. David said that King's Lynn were operating a postal vote only.

Tim

INTERREG - Tim agreed to circulate dates for a proposed meeting.

Tim

Broadband - Tim explained that the Consortium were about to start work and that Districts could expect a telephone call so that a discussion could be arranged to obtain information on:

All

- demand; within authority, within local community,
- networks already available within the area.

During a further discussion on Broadband Tim explained the role of the partnership. He said that there wasn't a member reporting structure as part of this as yet.

Norfolk Portal - Tim said that the evaluation of the short list was being considered. For the next agenda the partnership would need to consider a framework eg to allow consideration of further possibilities. Colin said that the Norfolk Portal Board would sign off the tender/evaluation process and each authority would then need to sign off as they saw fit.

Jackie

It was agreed that:

- A similar project update be available for future meetings.

Tim

4. Partnership Funding

The appended papers detailing list of projects submitted and elements the ODPM wished the partnership to consider were received. Tim said that formal notification of the elements for development had not yet been received, nor an associated timetable. During a wide-ranging discussion the following points were noted:

- £500,000 plus £300,000 already knew about = available to spend.
- What had been identified for other areas?
- Property/Land databases - how does this tie up with national work?
- Opportunities to negotiate:
- A-Z/FAQs and eForms - valuable projects to be taken forward. Progress already with the latter. Certainly some other authorities have already done the work.
- Benefits from developing projects already underway where the direction

- already agreed.
- Customer/CRM would be a preference for some authorities.
- Citizen Authentication - might be a possibility.
- Process Mapping priority for Norfolk County Council - potential to link to e-Forms project
- Not all authorities would need to be involved in all projects.

Tim said that the partnership could ask the technical group (involved in the Norfolk Portal) to consider doing a more detailed specification (broad spec. and figures) on priorities identified and to consider elements that might link into this. Colin agreed to lead this group. Additionally the ODPM could be contacted to see what opportunities existed for altering their preferred elements and Tim agreed to action this.

Colin

Tim

Tim highlighted the Norfolk Community Strategy and reference to Norfolk Knowledge Network. It was agreed that this was work that should be considered by the partnership.

The partnership agreed the necessity to consider/agree the progress at its next meeting. It was also agreed that:

- Priorities were A-Z/FAQs, eForms, CRM and Life Episodes

5. Any other business

Alan reported that Norfolk County Council was running an in-house PRINCE 2 course from 12-16 May at the price of £800 approximately. Those interested should contact Jackie (<mailto:jackie.orford@norfolk.gov.uk>) by 1st May.

All

Tim highlighted Norfolk County Council's work on the switch. He said that Stephen Livermore would forward details.

Stephen

Alan introduced Ian Wallis, private Consultant, who had been employed by Norfolk County Council in a Change Management capacity. Connection between the County and Districts was a key factor for consideration. Ian said that he would welcome the opportunity to talk with those present.

6. Dates of future meetings

Were noted as

14 May 03	9.30am	Godfrey Room, Broadland District Council
18 June 03	9.30am	Council Chamber (with Cllr e-Champions)
16 July 03	9.30am	Godfrey Room, Broadland District Council
20 Aug 03	10am	King's Lynn plus lunch
thereafter the third Wednesday of each month as follows:		
17 Sept 03	9.30am	Godfrey Room, Broadland District Council
15 Oct 03	9.30am	Godfrey Room, Broadland District Council
19 Nov 03	9.30am	Godfrey Room, Broadland District Council
17 Dec 03	9.30am	Godfrey Room, Broadland District Council