
Norfolk Connect Project 2003/04

Minutes of Project Board Meeting

Held on: 6th November 2003
Time: 9.30
Duration: 2 hours
Venue: Sanderson Room, Broadland District Council

Present:	Tim Anderson	Norfolk County Council
	Colin Bland (Chair)	Broadland District Council
	Teresa Coldicott	NCP Project Office
	Kurt Frary	Norfolk County Council
	Steve Harris	Breckland District Council
	Ruth Kerry (Minutes)	NCP Project Office
	Andrew Mewes	NCP Project Office
	Gordon Penny	King's Lynn and West Norfolk Borough Council
Apologies:	Cliff Grosvenor	Great Yarmouth Borough Council
	Nick Nicholson	Norwich City Council
	Janet Norman-Philips	South Norfolk Council
	Christine Westlake	North Norfolk District Council

1. Apologies and Introductions

Apologies for absence were noted.

Kurt Frary, as the new representative on the Project Board for Norfolk County Council, was welcomed.

2. Minutes of Previous Meeting

The minutes were agreed and it was noted that all actions had been carried out.

3. Project Board Actions since previous meeting

The Project Brief had been approved via e-mail on 13th October 2003.

4. Project Update

Highlight Report

The report was accepted.

Budget Update

It was noted that the Forecast Total is greater than the ODPM Funding, but the difference will be resolved as likely costs become clearer and approval to spend is sought from the Project Board.

A sum of money has been included in the forecast for Work Package 2 against which Councils can bid for funding of extra work needed to implement Phase 1 of the Portal. No bids have been received to date.

Risk Log

Risk 6: the High Level Agreement was not signed by e-Champions at their meeting held on 15th October 2003 as e-Champions would like to include more detail about financial commitments. Tim Anderson and Norfolk County Council legal team are working on the wording in the Agreement.

Risks 28 and 29: the difference between the two risks was clarified. Risk 28 is concerned with support costs for items already purchased such as software. Risk 29 relates to Partners being able to complete work started in this financial year, given that the current project is putting in place infrastructure and systems will need to be developed.

Issues Log

Issue 18: it was suggested that when a 'Council only' (rather than 'Norfolk wide') search returns no matches a message should be displayed suggesting that use of the 'Norfolk wide' search may provide information they are looking for.

Actions: Andrew Mewes to discuss proposed solution with Team Managers
Andrew Mewes to speak to supplier of Portal

5. New Project Documentation for Approval

Quality Plan

The Plan was approved without amendments.

Project Plan

Andrew Mewes presented a single page plan which is underpinned by more detailed plans which can be made available on request. The Project Board was asked to note possible slippage on Work Packages 4 and 7. The Project Board appreciated the clarity of the plan.

Work Package 1 Description

The purpose of the document was explained and the Project Board members were directed to the Appendix which includes Scoping Documents for other Work Packages. No questions were raised at the meeting.

6. Recommendation regarding Portal Phase 1 going live

Andrew Mewes recommended that the Portal Phase 1 should go live, providing that Team Managers have not identified any show stoppers which will be reported at the meeting with them on Friday 7th November 2003. The Project Board agreed the recommendation which will mean that an invoice for the work can be signed off, when it is submitted.

Actions: Andrew Mewes to check whether there are any show stoppers raised at the Team Managers meeting on 7th November 2003
Tim Anderson to be aware that the invoice can be paid (NCC is managing the ODPM funding on behalf of the Partnership)

It was noted that it had been agreed that publicity relating to the Portal should be delayed until December/January when the Portal should have 'bedded down' and any early problems will have been resolved.

'Going live' means that the Portal will be available for each Council to put on their own web site. It is known that some Partners plan to make the Portal available soon whereas others are working on new versions of their web site and will delay implementation.

Action: Andrew Mewes to obtain proposed dates from Partners for when they plan to implement the Portal on their web site

Colin Bland commented that the Portal was almost there after a year, which is a major milestone.

7. Approval for Funding of Portal Enhancement

Andrew Mewes reported that he had worked on the specification of requirements with the Team Managers prior to seeking a proposal from the supplier. He outlined the proposal and recommended acceptance, subject to some minor adjustments regarding spatial searches.

Actions: Andrew Mewes to seek an email confirmation from supplier for wider spatial searches

The Project Board gave their approval to go ahead with the enhancements from the supplier subject to the above action.

During the discussion it was suggested that translation of FAQs into other languages might be considered or funding sought for such work in future.

8. Use of National Projects

There are conflicting time scales, potential cost savings and risks relating to the use of national projects by the Norfolk Connect Partnership Project. Some National Projects will deliver too late (February/March) to be used in the current NCP project. National Projects are often free or relatively cheap options and therefore attractive. However the risk of using National Projects is high as it is unclear:

- What will happen to National Projects when funding stops, in terms of continuing support for products, ownership of IPR, etc
- Whether National Projects will actually deliver useful products and required functionality
- Whether there will be any degree of compulsion to use National Projects added to IEG3 funding
- Whether Partnerships and Projects will be viewed more favourably if national projects are used.

It was agreed that National Projects cannot be dismissed and must be evaluated as part of technical options. It was reported that Team Managers are keen to have products which can be used.

Action: Tim Anderson to discuss with ODPM the conflict in using National Projects within the spending deadline of March 2004 and whether funding can be carried forward

9. Relationship with Licensing Group

Tim Anderson explained the background to the issue in that a joint solution for Liquor Licensing is being sought and some ODPM funding has been earmarked for purchase of software. It has been suggested that a quotation from a supplier has been misinterpreted.

Action: Andrew Mewes and Tim Anderson to meet with the Liquor Licensing Group (1) to review their specification of requirements (2) to ensure that a suitable evaluation of available products has been conducted (3) to ensure that the project meets ODPM funding requirements

10. Date of Next Meeting

2nd December 2003.

11. Any Other Business

Any Project Board members who would like to attend the Partnership Christmas lunch on 12th December 2003 should contact Teresa Coldicott.

Tim Anderson reported on Norfolk County Council's involvement in a 'Take Up of Benefit' National Project. A Project Initiation Document is to be produced for December 2003 and the project will finish at the end of October 2004.

Tim Anderson also reported that 2 'stretch' targets relating to take up of service and broadband availability have been selected as part of the Norfolk County Council's

Local Public Service Agreement. The targets could potentially be linked into the Partnership.

Action: Tim Anderson to send information about the targets to all Project Board members

Andrew Mewes sought clarity on how costed recommendations should be presented to the Project Board. It was agreed that they should show total costs including software, first 3 years maintenance costs, hardware, training and any other identifiable costs, so that all Project Board members are clear about what is included.