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## Norfolk Connect Project 2003/04

### Minutes of Project Board Meeting

**Held on:** 2<sup>nd</sup> December 2003  
**Time:** 14.00  
**Duration:** 2 hours  
**Venue:** Sanderson Room, Broadland District Council

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

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#### 1. Apologies and Introductions

Apologies for absence were noted.

#### 2. Minutes of Previous Meeting

The minutes were agreed and it was noted that all actions had been carried out, see Annex A for outcomes.

#### 3a. Project Update

##### *Highlight Report*

The report was accepted.

##### *Budget Update*

Discussion of the budget took place after agenda item 8 to follow an update on the Work Packages, see 3b below.

### ***Risk Log***

The contents of the Risk Log were reviewed, a number of them were unchanged.

### ***Issues Log***

It was agreed that issues 18, 19 and 20 could be closed as action had been taken.

Issue 22 was addressed later in the meeting when a protocol for signing off projects was discussed, see last paragraph under item 5 below.

## **4. Project Documents**

### ***Project Plan***

Andrew Mewes presented an updated version of the single page plan which had been presented at the previous meeting.

It was noted that it is difficult to find specific requirements for Work Package 4, Secure email/area, but it may be appropriate to choose a solution, such as an encryption product for email, which will ensure compliance with the Data Protection Act in terms of keeping personal data secure. Team Managers will be involved in an evaluation of possible solutions.

As part of Work Package 8 it was noted that there is some interest in cleansing of Gazetteers. Andrew Mewes will attend a meeting of County and District Council representatives on 15<sup>th</sup> December 2003 to find out what problem they are trying to solve and to ensure that ICT and planners within Councils are communicating to avoid issue 22 arising in another forum (see Issues Log).

**Action:** Andrew Mewes to report outcome to Project Board

The specific databases to be joined up or cleansed as part of Work Package 8 have not yet been fully agreed by the Project Board and it was proposed that this should be reviewed at the next Board meeting.

**Action:** Ruth Kerry to put an item on Project Board meeting agenda in January 2004

### ***Work Package Descriptions and Product Descriptions***

Documentation for Work Packages 2, 5 and 6 (one document), 3, 4 and 8 were distributed at the meeting and comments were invited off-line.

**Action:** Project Board members to review documents and to send comments to Ruth Kerry

It was noted that the documents had not yet been distributed to Team Managers.

**Action:** Ruth Kerry to send documents to Team Managers

## **5. Work Package updates and decisions**

### *Work Package 1*

Andrew Mewes presented the evaluation of E-Forms products which had been agreed with Team Managers. It was proposed that the procurement and payment before March 2004 should cover the next 15 months. A question was raised as to what would happen if license payments were not to be made at the end of that period, would all forms developed using the product be unusable? Would it be possible to continue to use the product?

**Action:** Andrew Mewes to investigate how the E-Forms products may be used under such circumstances

There was some discussion about how an E-Forms solution may be procured and it was agreed that procurement could be through the County Council using the SCAT procedure. Andrew is currently drafting the Statement of Requirement. It was agreed by Project Board members that it would not be necessary for them each to seek Cabinet approval for following the SCAT route as this is permissible in the Standing Orders of Partners.

### *Work Package 2, 5, and 6*

It was noted that the Portal phase 1 had gone live (ie is available for Partners to include in their web sites) on 24<sup>th</sup> November 2003. The Board approved spend on the enhanced Portal at the previous meeting and the existing contract will be used, following a Variation Request (document available at the meeting).

The Team Managers have decided that they would prefer to use in-house resources to develop the Engagement Pack, and it has been confirmed that Broadland Council Graphics Team can be available to do the work if required. Information will be placed on the web about how other organisations can join the Portal.

### *Work Packages 3 and 4*

It was noted that Customer Information Centres are likely to be sending information about citizens to Councils and this could form the requirement for a secure area/email solution.

### *Work Package 7*

Tim Anderson explained that there had been some changes between submitting the bid to ODPM and receiving confirmation of funding, therefore a proposal for E-Democracy which fits with the current situation had been included in Annex F of the Work Package, which will need to be approved by ODPM.

**Action:** Tim Anderson and Ruth Kerry to liaise with ODPM to seek approval for changes to planned outcomes on E-Democracy

### *Work Package 8*

The background to the Joint jobs/Recruitment database was outlined by Tim and Teresa. It is believed that the Portal and E-Forms could provide similar functionality to that being proposed by the HR Group (see Project Brief) and this would prevent further web sites being created when the trend is to reduce the number of web sites. It was agreed that the Recruitment database development would not be funded by the Partnership.

**Action:** Tim and Teresa to give feedback to HR Group which developed the proposal

It was agreed that the ability to search for jobs should be built into the functionality of the Portal.

**Action:** Teresa to discuss with Team Managers the need to search for jobs as part of the enhanced portal work

### *Protocol for signing off funding for projects*

The Protocol for signing off projects (Project Approval Process) was discussed at this point and it was agreed that this should be used for all projects which are not being directly managed by the Project Office.

**Action:** Tim, Andrew and Teresa to relay the process to all external projects with which they have contact apart from those which have already been approved

## **6. Pro-forma for seeking funding**

Andrew Mewes has developed a pro-forma which Partners can use to bid for funding when extra costs have been, or are likely to be, incurred by them whilst working on Partnership projects. Use of the pro-forma was approved. The following procedure for its use was agreed as follows:

- Partner to complete the Bid for Funding (an electronic copy of the pro-forma has been sent to Board members)
- Send the Bid to the Project Office (Ruth Kerry), ideally electronically
- Bids will be distributed to Project Board members via email
- Approval must be given by at least four Board members
- Project Office will notify the bidding Partner that approval has been given or rejected
- Bidding Partner to send to the Project Office an invoice to Norfolk County Council as holders of the ODPM funding, with evidence of [commitment to] spend (eg contract for goods and services, invoice from supplier, documentation of internal work, etc)
- Project Office to ensure payment is made to Partner

- Bidding Partner to ensure that an audit trail is in place in case there is an ODPM audit in Autumn 2004.

A bid submitted by South Norfolk to the Project Office by email prior to agreeing the pro-forma was approved at the meeting.

## 7. LPSA targets

Tim presented two papers which are being considered by ODPM and had been distributed to e-Champions for their November meeting. Project Board members were encouraged to ensure that e-Champions submitted comments within the next 2 weeks.

**Action:** Board members to prompt e-Champions to respond to LPSA papers

It was noted that the target figures will change in the Broadband LPSA following a BT announcement.

## 8. Project documents to be placed on Norfolk Connect web site

It was agreed that minutes and non-sensitive project documents (ie not including such things as product evaluations) should be placed on the Norfolk Connect web site.

**Action:** Ruth Kerry to ensure that only non-sensitive documents are placed on the web site (ongoing)

## 3b. Budget

It was agreed that the Board wishes to:

- Ensure there is sufficient funding to do what they need to do
- Make best use of funding on projects which deliver maximum benefit
- Minimise ongoing revenue consequences beyond end of March 2004
- Meet ODPM requirements.

It was confirmed that currently there are no revenue commitments for Partners in the next two financial years and that any ongoing liabilities resulting from future purchases (eg of E-Forms product) will be documented (in accordance with the Legal Partnership Agreement which is being drafted) and available at the time that the Project Board approves the purchase. It was suggested that the Norfolk Ambition project may have some funding which could provide a Partnership working budget.

Future ongoing costs which may be identified are for the Census explorer license fees and the Contact Management System, which may be funded by the CICs.

Given that the need for a Networking budget could not be justified at the meeting it was agreed that the allocated budget could be transferred to contingency. The budget allocated to the Recruitment Database could be transferred to E-Forms given that this project will not be funded by the Partnership.

Janet Norman-Philips agreed to submit to the Board for approval a proposal on behalf of the e-Licensing project.

**Action:** Janet to prepare a proposal for consideration at the next Board meeting

## **9. Date of Next Meeting**

The next meeting is due to be held at 9.30am on 6<sup>th</sup> January 2004.

There have been a number of apologies at the two most recent meetings and given the amount of business being done at the meetings it is desirable that more Project Board members are able to attend to participate in the decision making.

**Action:** Ruth Kerry to check whether the meeting date needs to be changed to accommodate diaries of Project Board members

## **10. Dates and times of future meetings**

Dates and times of future meetings are

- 3<sup>rd</sup> February 2004, 2.30pm
- 4<sup>th</sup> March 2004, 9.30am

## **11. Any Other Business**

Christine Westlake asked for Helen Mitchell to be added to the list of recipients of Project Board papers.

## Actions from Norfolk Connect Partnership Project Board meeting held on 6<sup>th</sup> November 2003

Action in minutes	Results
<p>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.</p> <p><b>Andrew Mewes</b> to discuss proposed solution with Team Managers</p>	Done on 7 November 2003
<p>Relating to above subject</p> <p><b>Andrew Mewes</b> to speak to supplier of Portal</p>	An Action Request form has been sent to the supplier.
<p>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 7<sup>th</sup> November 2003.</p> <p><b>Andrew Mewes</b> to check whether there are any show stoppers raised at the Team Managers meeting on 7<sup>th</sup> November 2003</p>	<p>Initial Acceptance Testing 7 November identified 4 showstoppers;</p> <p>Retesting on 13 November identified two showstoppers remaining;</p> <p>Retesting on 20 November identified one (possible) showstopper but supplier explained to the satisfaction of Team Managers what was occurring &amp; they agreed it was not a showstopper and could go "Live" from 24 November 2003.</p>
<p>The Project Board agreed the recommendation which will mean that an invoice for the can be signed off, when it is submitted.</p> <p><b>Tim Anderson</b> to be aware that the invoice can be paid (NCC is managing the ODPM funding on behalf of the Partnership)</p>	Noted.
<p>'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.</p> <p><b>Andrew Mewes</b> to obtain proposed dates from Partners for when they plan to implement the Portal on their web site</p>	Team Managers agreed at the meeting on 21 November that the end of January 2004 would be the deadline by which time all Partner sites would be offering a search facility using the Portal.
<p>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</p>	Email not yet received, reminder given to supplier at a meeting on 26 November.

Action in minutes	Results
<p>minor adjustments regarding spatial searches.</p> <p><b>Andrew Mewes</b> to seek an email confirmation from the supplier for wider spatial searches</p>	
<p>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.</p> <p><b>Tim Anderson</b> to discuss with ODPM the conflict in using National Projects within the spending deadline of March 2004 and whether funding can be carried forward</p>	<p>Email sent to Julian Bowrey. TA will follow up before the meeting.</p>
<p><b>Andrew Mewes</b> and <b>Tim Anderson</b> 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</p>	<p>Meeting held. The Group is investigating products and realise they will need formal SOR/procurement for selection.</p>
<p>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.</p> <p><b>Tim Anderson</b> to send information about the targets to all Project Board members</p>	<p>Information circulated as part of the Norfolk Connect papers and minutes to e-Champions.</p>