

Summary Minutes

Title: Digital Continuity Shared Service Governance Board
Date of Meeting: 13 March 2009
Location: Room 5.28B, Ministry of Justice, 102 Petty France, London
Subject or Purpose: Third Governance Board Meeting
Attendees: Natalie Ceeney (NC, TNA) [Chair]
 Barry Glassberg (BG)
 Simon Jones (SJ, DfID)
 Helen Kilpatrick (HK, HO)
 Simon Lovett (SL, TNA)
 Jessie Owen (JO, TNA)
 John Oxenford (JO, HMRC)
 Jerry Page (JP, CO)
 David Thomas (DT, TNA)
 Paulette Thompson (PT, TNA) [Minutes]
 John Tuckett (JT)

Apologies: Katie de Bourcier (KdB, MOD)
 Penny Ciniewicz (PC, HMRC)
 Tony Mather (TM, FCO)

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- | | Action |
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| 1 Minutes of the previous meeting (7 November 2008) | |
| 1.1 All covered by agenda items. | |
| 2 Project Update | |
| 2.1 The project update noted that overall delivery confidence was improving, with greater clarity on scope with the revised delivery model. Subject to Board agreement, the project will enter a delivery phase, undertaking risk assessment and developing guidance. | |
| 2.2 The main issues relate to the need for sustaining skills and capabilities and ensuring that digital continuity becomes embedded in TNA as 'business as usual' after project closure. | |
| 2.3 It was noted that the project had secured appropriate reference to Digital Continuity in the Information Assurance Maturity model. | |
| 3 Business Case | |
| 3.1 The Board endorsed the Strategic Business Case presented, confirming the flexible framework service delivery model as the | |

way forward.

- 3.2 It was agreed that delivery of the project progress in stages, with the following stage to include risk assessment before moving to procurement of tools and services. The next decision point for the board will be prior to procurement in the autumn.

ACTION: Project to return to board prior to procurement

JO

- 3.3 The project will explore whether the commercial framework could be best delivered through OGC Buying Solutions, or whether it should be managed directly by TNA.

ACTION: Project to discuss further with OGC Buying Solutions.

JO

- 3.4 Digital Continuity has in principle been adopted as a champion by the CIO Council.

ACTION: Team to prepare a paper for the July CIO Council, setting out how the project supports current agendas e.g. on reuse and the open source strategy

SL

- 3.5 The board recommended that the team consider the wider issue of ensuring that digital continuity was taken into account in the forward planning for large government IT projects.

ACTION: John Tuckett to explore with OGC including digital continuity as an aspect of the government gateway process.

JT

- 3.6 The Board identified machinery of government (MOG) changes as a key continuity risk; the guidance should include reference to this and provide updates to the Cabinet Office MOG guidance.

ACTION: The project to draft content to be incorporated into the next version of Cabinet Office Machinery of Government Change guidance (June / July), in liaison with Jerry Page

JO (JP)

4 Service Description Blueprint

- 4.1 The Board commended this as a clear vision of how the service would operate, noting that it would be critical to ensure that roles and responsibilities were clearly defined and understood.

ACTION: Assumptions emerging from the document to be documented and their change over time tracked.

JO

5 Any Other Business

- 5.1 The Board discussed whether and how Permanent Secretaries should be updated.

ACTION: The project to draft a one-page briefing and send this to department champions for upward briefing as appropriate.

SL

- 5.2 The Board agreed that an Annual Report for the contributing departments would be useful, but this should wait until after the pilot risk assessments when the project would have some concrete progress to demonstrate.

ACTION: Jessie Owen to liaise with team to prepare an Annual Report, sometime June / July

JO

- 5.3 The Board agreed that the project should have a further Gateway review before procurement; a less formal health check by external critical friends would also be useful soon.

ACTION: Jessie Owen to liaise with John Tuckett to set up the health check in Q2 2009.

JO

- 5.4 Date of next meeting: Q3 September 2009 (exact date and venue to be confirmed)