

**MINUTES OF THE C2K PROJECT BOARD MEETING HELD AT C2K HEADQUARTERS
THURSDAY 6TH MAY 2010**

Present:

Mr P Mackey	WELB (Chair)
Mrs S Lawlor	DE
Ms A Conaty	DE
Ms A Lennon	SEELB
Mr J Mullen	DE
Mr G Byrne	ESA ICT
Dr R Harper	NEELB

In Attendance:

Mr J Stewart	C2k Director
Mr J Ringland	C2k Contracts & Finance Manager, C2k
Ms M Kane	Implementation Manager, C2k

Apologies:

Mr Barry Mulholland	WELB
Mr Richard Hanna	CCEA
Dr S Lucey	BECTA
Mr F Devenny	CCMS
Mr E McArdle	GTCNI

819 MINUTES OF MEETING HELD ON 25TH MARCH 2010

The minutes of the last meeting were reviewed and agreed as accurate.

820 MATTERS ARISING

Minute 795

InCAS

The Director reported that C2k is actively engaging with CCEA to re-procure the InCAS licensing arrangements for the next two years. Mr Ringland has been working with a team from C2k and CCEA to identify the key service levels required by the Authority and discussions have commenced with CEM.

Mrs Lawlor reported that DE is still considering the report from the working group established by DE to look at the impact of the errors from last year on the system.

Minute 809

Sparklebox

The Director advised that the Minister issued a written statement on Sparklebox on Tuesday. He felt that the report was largely positive and he confirmed that C2k would work with DE to refine security and child protection protocols. Mrs Lawlor stated that DE intends to write to C2k through WELB. She will initially be seeking some advice at the Four Countries Becta meeting on Thursday specifically about which agency in the UK would carry out a review of communications.

The Sparklebox report is now available in members' area of the Intranet.

Minute 795

Unique Learner Number

The Director confirmed that a meeting has been arranged with DELL and DE to look at the ULN and the way in which it might be jointly deployed in the future to facilitate the flow of information between schools and colleges. The Director asked Mr Mullen if he could, through his work with schools, identify any schools experiencing difficulty in gaining access to FE learning environments.

821 ANNUAL HIGHLIGHT REPORT

A copy of the C2k annual Highlight Report had been circulated for members' information. The report will form part of the WELB's Annual Report and will also be published in the C2k Annual Business Plan which is currently being drafted.

There were no queries or comments from members.

822 FINANCE REPORT

Mr Ringland reported that the C2k budget allocation, as presented at the last Project Board meeting and formally communicated to WELB, has been confirmed by DE. The figures presented represent a forecast of inescapable expenditure, working on the basis of minimal enhancement of the service. Mr Ringland advised that the figures cover all expenditure requirements, including eSchools revenue and the only item still outstanding is the capital funding for eSchools.

The budget will be published in the Annual Business Plan.

Mr Ringland advised that the final out-turn figures will be confirmed at the next meeting of the Project Board.

There were no questions or comments from members.

823 ANNUAL SATISFACTION SURVEY

The Director reminded members of a presentation from Ms Kane at a previous Project Board meeting on the content of the Annual Satisfaction Survey, the related discussion on the value of such surveys and the extent to which the process should be reviewed for future years. The Director sought approval to conduct the Annual Satisfaction Survey this summer so as to fulfil contractual obligations. In addition, the C2k Extranet could be used to conduct focused surveys down to teacher level throughout the year, as required.

The Director noted that the contractual survey would, again, be administered in-house.

In the context of the focussed surveys Mr Mullen suggested working with Methodist College who have developed a very useful evaluative framework. The Director thanked Mr Mullen for his advice and noted that this recommendation could be progressed. He suggested that a future Project Board meeting could consider issues to be covered in the focussed survey programme.

824 PROCURMENT UPDATES

- **Advisers' procurements**

The Director reported that the preferred suppliers have now been identified and final discussions have taken place with them regarding their terms and conditions of

appointment. Mr Ringland has sent debriefing information to the unsuccessful bidders following their requests for that information. The Director stated that C2k is, therefore, now in a position to appoint, following WELB approval at their next meeting.

The Director reported that the Strategic/Technical and Financial advisers that are being recommended to the Board are PwC and the Legal advisers are Bird & Bird, working with Arthur Cox. He noted that these represent local as well as national advisers.

The members approved that the appointments be confirmed as planned.

The Director thanked the members of the Project Board who participated in the evaluations.

- **Lot 7 PID**

The Director noted that the Lot 7 PID had been circulated to members and, due to the fact that it is a dynamic document, is also available on the Intranet in the Project Board secure area. The Director advised that the PID includes the Risk Register and details of procurement timetables, etc.

Members confirmed that they were satisfied with the PID and that it was fit for purpose to take the procurement forward. The Director noted that he would be happy to take feedback on the PID at any stage from members.

The Director went on to confirm the constitution of the PAT. He explained that the PAT would be made up of independent experts who could give the project board assurances about the robustness of the procurement process. Mr Mackey advised that he was happy to chair the PAT. The Director stated that he would seek membership at the level agreed at the last meeting - an Auditor, Chief Finance Officer and a representative from CPD.

Ms Conaty referred to a DE Technical Assurance Team who may be able to share their knowledge and experience with the PAT. The Director thanked Ms Conaty for this support.

Members were satisfied for the Director to seek nominations for the PAT.

Action 1: The Director to seek nominations for representation on the Project Assurance Team.

- **Statement of Requirement**

The Director stated that the SoR is available to members in the Project Board secure area of the Intranet, to review IN CONFIDENCE. He stressed that the document should not be copied or printed at this stage, nor shared with anyone outside the Project Board due to its commercial sensitivity.

Mr Ringland gave an overview of the SoR structure, its development and content, including the current status in terms of sign-off by Workstreams and Senior User Forum which represents the schools.

He advised that it is hoped to initiate procurement early in June, by publication of the OJEU notice. He summarized the stages of the procurement process and confirmed that identification of a preferred supplier would be subject to formal approval through Appointment and Full Business Cases.

Ms Kane confirmed that meetings had taken place with the Senior User Forum and representatives from the C2k partner organisations who participated in the workstreams. At these meetings the groups had worked through the SoR and confirmed that it reflected the needs of the service.

The Director confirmed that he would write to heads of the stakeholder organisations thanking them for their contribution to this work and seeking support for the evaluation phase of the procurement. He noted that this commitment from the partner organisations was very helpful.

Mr Mullen suggested that a number of innovative schools should be identified who could feed into the Learning and Teaching workstream. The Director stated that he was happy to further explore this option and sought Mr McMullen's recommendations.

The Director concluded by asking members if they were comfortable with the SoR as it was drafted. Members confirmed that they were happy to sign off the document for use within the procurement process subject to any final comments or feedback being provided by 13 May 2010.

Action 2: Mr Mullen to identify a number of innovative/champion schools to feed into the SoR.

Action 3: Members to provide final comments on the SoR by Thursday 13 May 2010.

- **Gateway Health Check**

The Gateway Health Check report was shared with members and was also made available in members' area of the Intranet. The Gateway Health Check took place on 28th/29th April by an external CPD team and the Director reported that the team returned an Amber/Green confirmation of readiness to go to procurement. The Director stated that there were 9 recommendations and he reported on the status of each, as follows:

1. **Governance – the Project Board seeks to ensure that continuity of the current SRO and resources are maintained until the procurement has been successfully concluded.**

The Director stated that he and Mr Mulholland would hope to retain their current responsibilities throughout the procurement.

2. **Business Case – the Project Team seeks guidance (lessons learned) from DE on what is required to meet the new DFP ABC process.**

The Director stated that talks have already taken place with DE about the new DFP ABC process and he hopes to continue this engagement with Ms Conaty.

3. **Benefits Strategy Completion and Benefits Realisation Plan – the Project Team seeks guidance from current PPP programmes and the Departmental Centre of Excellence on improving the development of the Project BRP.**

The Director stated that the team recognised that there is already a high level Benefits Realisation Plan in the OBC. He noted that CPD has offered guidance and support with the BRP for the FBC.

4. **Stakeholder Engagement and Support - the Project Team gains formal approval at the next Project Board of the SoR. This approval to include Project Board agreement that the SoR scope is fit for purpose and is aligned with the stated objectives of the Outline Business Case.**

The Director noted that approval of the SoR by the workstreams has been taking place

this week and today by the Project Board.

5. Finalising the Statement of Requirements (SoR) – the Project Team finalises the detailed project plan, updates the PID and formalises agreement with the Project Board.

The Director noted that an updated version of the PID will be available on the Intranet to include comments from today's Project Board meeting.

6. Competitive Dialogue Procurement – the Project Team in conjunction with their advisors complete the development of a detailed procurement strategy which clearly describes how the desired levels of flexibility and scalability can be built into the dialogue process. This work should be utilised to update the PID and the procurement product descriptions.

The Project Team prepares a detailed negotiation strategy for the competitive dialogue.

The Director noted that workshops will be arranged with the advisors on the procurement process, how it will roll out over time and how it will be managed effectively.

7. Handling Existing Suppliers – the Project Team formalise and agree with current suppliers the code of conduct to be applied during the procurement.

The Project Team formalises the organisational arrangements within C2K to ensure there is clear separation of roles and responsibilities for the procurement team and for the service management team.

The Director advised that he is already in talks with existing suppliers about separation of roles to ensure that there is continuous service delivery and that there is no over-lap between bid teams and service teams. He stated that teams at C2k will also be separating roles. Members who will be responsible for the procurement will distance themselves from service delivery and in light of this, the Director will immediately review the co-location arrangement between C2k and HP during the procurement phase.

8. Exit Management from Current Service and Transition Management – the Project Team commences the planning and preparations for developing the exit and transition plans.

The Project Team reviews resourcing arrangements to ensure that this task can be managed appropriately.

The Director advised that he will be meeting with HP to discuss their exit plans and the way in which they will provide information during the procurement process to support the procurement.

9. Project Assurances – recommend that the next NI Gateway Review (an OGC Gateway Review 3- Investment Decision) is expected approximately two months before award of contract.

This recommendation proposes a Gateway 3 review before the FBC is developed and the Director noted that the best time to do this would be after approval is received for the ABC.

The Director concluded that the Review Team was confident that C2k was well positioned to launch the procurement by the end of May/beginning of June.

825 ANY OTHER BUSINESS

LNI Report

The Director thanked Mr Mullen for the most recent LNI report which he will review and respond to. The Director noted that, when published, the report will be made available to members.

Co-ordination of C2k services

The Director noted that as C2k moves forward into the procurement phase the responsibilities of the MIS and Curriculum Services teams will increasingly overlap. He, therefore, proposed that Ms Mary Mallon be asked to represent both interests at Senior Management level within the Project. He confirmed that Ms Mallon has already agreed to this in principle.

Members agreed that this represented a logical alignment of development functions and asked the Director to confirm the arrangement and thank Ms Mallon for her willingness to assume the extended remit.

826 DATE OF NEXT MEETING

Thursday 24th June at 2.00pm in Ashfield.

The meeting concluded at 4.15pm.