



PWIB2008.M.02

Web & Intranet Programme Board Minutes - Meeting 2

Date: Wednesday 9th July 2008, 14:00 – 15:00

Location: Room M, Portcullis House

Attendees:

- Liz Hallam-Smith (Chair)
- Simon Burton
- John Collins
- Rebecca Elton
- Joan Miller
- David Natzler
- Mary Ollard
- John Pullinger
- Steve Wise
- Sally-Ann Middleton (Secretary)

Apologies:

Key Items Reported / Decisions made:

Item	Discussion	Action
1	<p>Terms of Reference The revised terms of reference (PWIB2008.P.04) were agreed as amended.</p>	
2	<p>Overview of Programme Bids Steve Wise provided a synopsis of the recent programme bidding process, with the following points noted in discussion:</p> <p>General</p> <ul style="list-style-type: none"> • There was an excellent response to a request for bids from working groups. The information submitted was of a high quality and was very helpful in building a picture of stakeholders' expectations. <p>08/09</p> <ul style="list-style-type: none"> • The bids far outweigh the resources available in 08/09. Realistically, the programme only has the resources to continue with what have already been agreed as development priorities. There is no scope to take on additional work. • A reserve list of small, stand-alone projects was agreed that the programme will call upon if resources become available through re-prioritisation or at mid-year. • A budgetary re-profiling exercise will take place for the JBSB in September, which will slightly change the resource allocations between the Web Centre and PICT to reflect up-to-date staffing costs, vacancies, etc. <p>09/10</p> <ul style="list-style-type: none"> • The varying budgetary scenarios for 09/10 circulated (PWIB2008.P.05a) highlight that the 	<p><i>PWIB008: Steve Wise to complete remaining strand bid documents by end-July</i></p> <p><i>PWIB009: Steve Wise to work with Web Centre Management team to review and analyse Web Centre BAU activities and associated costs</i></p>



	<p>bids received far outweigh the resources available, (information redacted). This is partly due to the fact that constraints on the 08/09 budget are creating a rolling pent-up demand.</p> <ul style="list-style-type: none"> • There is a clear need to prioritise within and across work strands and build flexibility into all pieces of work. • It was noted that the remaining gaps in the detailed bid summary matrix (PWIB2008.P05b) will be filled in July. • Web Centre BAU costs are currently not recorded and work should be carried out in this area to provide more transparency. There are currently 17 full-time equivalent posts within the Web Centre, which is a fixed cost and the Board wanted greater clarity of what this represents in cash terms as an ongoing commitment. <p>Conclusion</p> <ul style="list-style-type: none"> • The majority of the budget is committed to staff costs, which will restrict activity to focusing on programme priorities with the possibility of small, agile developments in relation to the reserve list in 08/09. • It was agreed that we should acknowledge and value the resources that we do have in place within the Web Centre and PICT Development team. However, the Board expressed a desire for greater flexibility of resource and agility within the Web Centre, which the new Head of Online Services should address. • The Web Centre management team are working with the Programme Manager to develop processes/procedures to improve internal efficiency. This will include a review of current BAU work to ensure that staff time is invested as effectively as possible. 	
<p>3</p>	<p>Resource Update Steve Wise gave an update on resource activities with the following points made in discussion:</p> <ul style="list-style-type: none"> • The Web Centre and PICT are working together on a resource planner. • Focused work continues as planned on the agreed priorities. • There will be a re-profiling exercise ahead of the September JBSB meeting. Allocation of costs between staff and cash is still fluid as staff vacancies in the first half of the year may allow a slight increase in the cash budget. • The hope was expressed that there might be a possibility to increase the overall budget envelope for 08/09 in September. • It was reported that the Life Peerages Act site would be the last of the sequence of microsites and that in the future exhibition projects should include the costs of supporting web content (as 	<p><i>PWIB010: Board members to email any further comments on the prioritised list in the appendix (PWIB2008.P.06) to Steve Wise by end-July</i></p> <p><i>PWIB011: Steve Wise to discuss Find Your MP requirements (as an ePetitions component) with Graham Peek (as</i></p>



	<p>part of the overall Living Heritage section of the site) within their planned costs.</p> <ul style="list-style-type: none"> • Concern was raised that some bids are still to be received. The Board was assured that this work will be completed by the end of July. • A new Find Your MP service is an essential prerequisite for ePetitions and it was agreed that additional 'new' funding would be required if ePetitions were to go ahead. The increase in scalability and resilience required for the FindYourMP component of ePetitions, over and above the requirements for the present service should, therefore, be included in the funding bid for that project. • Despite the absence of formal bids, the Board was assured that work is already afoot in preparation for Find Your MP, Hansard, Outreach and Topics strands. • The Board agreed that they were happy with the proposed approach in principle and that any further comments on the prioritised list in the appendix (PWIB2008.P.06) should be sent to Steve Wise. • It was agreed that it was essential that planning for next year start immediately. Once strands have been informed of the outcome of bids to the programme, a planning and prioritisation exercise will commence. • The request for equipment and training for podcasts from the Audio-Visual work stream was approved. 	<p><i>relevant BRM)</i></p> <p><i>PWIB012: The project team will submit more detailed plans for development activities for 09/10 later in the year</i></p>
<p>4</p>	<p>Prioritisation Proposals 09/10</p> <p>Steve Wise introduced the list of programme strand priorities (PWIB2008.P.07) and the following points were made in discussion:</p> <ul style="list-style-type: none"> • Changes in priorities were highlighted for Audio-Visual Content, Bills & Calendar, Communications & Marketing, Find Your MP / Member Information, Participation & Outreach and Works of Art / Image Gallery. • Concern was raised if the Audio-Visual bid was a top-up to the Broadcasting budget rather than a web/intranet strand. It was noted that there may be a business need to carry some of the cost as a partnership activity and that we should encourage a co-operative way of working. • It was agreed that Bills and Calendar has been very successful. • Participation and Outreach requires greater definition and may be classed as 'high', rather than 'critical' after clarification and further consideration of its scope. • It was suggested that Topics will need a higher profile. • The Board agreed that the list gives a useful snapshot of next year with a rough 	



	endorsement of the direction in which we need to travel. However, it should be revisited after further consideration.	
5	<p>Business Case Principles</p> <p>Steve Wise introduced the item and invited feedback:</p> <ul style="list-style-type: none"> • Any comments on the paper (PWIB2008.P.08) should be sent to Steve Wise. • The Board agreed that a revised business case (beyond the next 2 years) would be a helpful way of ensuring continued funding and stable resource levels while renewing legitimisation of the programme. • The Lords / Commons funding ratio will need to be confirmed as part of the case and endorsed by the two Finance Directors. • A Memorandum of Understanding will be drawn up governing the services of the Web Centre and a three-year business plan for their work. 	<p><i>PWIB013: Board members to email any further comments on the business case principles (PWIB2008.P.08) to Steve Wise by end-July</i></p> <p><i>PWIB014: Steve Wise and Mary Ollard to draft MoU for Web Centre</i></p>