Identity and Passport Service

MINUTES
Independent Assurance Panel (IAP)
Tuesday 13 February
2.2/2.3, Allington Towers, London

Chairperson	Alan Hughes	IAP Member		AH

Members:	Fergie Williams	IAP Member		FW
	Peter Simpson	IAP Member		PS
	John Clarke	IAP Member		JC
	Malcolm Mitchell	IAP Member		MM
Attendees:	James Hall	Chief Executive	IPS	JH
	Annette Vernon	Executive Director, NIS Programme & CIO	IPS	AV
	Dominic Hartley	Design Authority	IPS	DH
	David Foord	Office of Government Commerce	OGC	DF
Secretariat:	Xxxxxx Xxxxxx	Programme Support Manager	IPS	XX
	Xxxxx Xxxxx	Programme Support Officer	IPS	XX

Agenda Item Comments

Agenda Item No.	Agenda Item comments	Provided by :
1.	**Update from the Chair** AH opened the meeting and invited the CEO to share with the panel the latest developments in the programme. The panel were advised that following the publication of the Strategic Action Plan in December 06, there are two critical activities that follow on logically from this: (1) The finalisation of the business case and subsequent approval which would then enable IPS to start to utilise the funds to deliver the scheme. (2) Beginning a set of mobilisation activities i.e. defining requirements, bringing in resources, defining the procurement approach. In addition to the above, if the NIS is to be successful it is key that the capability is embedded in private/public sector business processes. The panel were advised that Sir James Crosby's forum is assisting in this area and early signs are positive. The next issues that follow on from this are around moving from good intentions to real engagement with these groups of services. It was noted that the biggest challenge will be to deliver the infrastructure in order to meet the speed of developments in the private sector. Whilst this is unlikely to affect current plans to 2009, there is a concern that planning from 2009 onwards may require review. The panel observed that the infrastructure construction and usage for the scheme needs to be progressive. The panel were advised that much of the capability being delivered through the NIS projects will be required in order to meet international requirements for the passport. A significant part of this is the	AH/ JH

Identity and Passport Service

Agenda Item No.	Agenda Item comments	Provided by :
	enrolment capabilities in order to collect the required biometrics.	
	Usage/Benefits	
	There was some discussion around the potential use of the Card and the work of Sir James Crosby's forum. It was noted that IPS may need to consider whether an independent body issues ID cards. The panel were advised of many drivers for the scheme that were contradictory. A potential three way tension with the scheme was described around customer service, value for money and integrity. IPS needs to weigh up decisions to move towards a commercial approach whilst retaining the integrity of the scheme. The panel queried the benefits for the individual of the ID card and what work has been done across government in order to offer real benefits to the user i.e. linking to driving licenses etc. The panel suggested that funding issues, if not worked out in advance, could undermine progress with cross government initiatives.	
	There was a recognition that there is still work to do in this area and that the progress that has been made around the DWP-CIS arrangement is paving the way for further progress in cross government ventures. The panel highlighted that IPS has yet to define a 'killer application' for the Card use. IPS recognised this and advised that an Executive Director for Strategy is being recruited who will look to take forward the public/private sector strategy.	
	IPS advised that in order to get ubiquity from the scheme, it needed to give greater attention to the following potential use areas: Travel, Chip/Pin and Digital signing. From this IPS needs to define the value proposition to its customer. IAP noted that the importance of the following had been highlighted in the discussion (1) creation of a secure record (populated), (2) production of a secure token and (3) Usage.	
	The panel noted that IPS needed to consider taking forward the above around a timeline as follows:	
	(1) Defining an attractive value proposition to the user.	
	(2) Design of the operation	
	(3) Procurement (with well defined requirements)	
	(4) Implementation Plan	
	The CEO observed that it would be useful for a regular debate over these issues in order that IPS remained focused on the purpose.	
2.	**Remit and Responsibility of the IAP**	
	The CEO advised that assurance activity was being reviewed across the programme with a view to rationalise the current activities. The panel were advised of the value around a core group of people who understand the whole programme, being able to offer advice and scrutiny, having their views represented via a chairman who sits as a non-executive on the NIS Programme Board and the IPS Management Board. It was recognised that reporting needs to be an included element so as to demonstrate to the public and stakeholders the expertise being fed in to support the programme. The panel queried their scope to which the CEO suggested it would be useful to agree a number of themes for a defined period which could then be reviewed on a regular basis. It was suggested that 3 or 4 themes would be helpful so as to provide the panel with focus where IPS most needed expertise. Themes suggested included (1)Procurement (i.e. not rules/regulations but IPS' approach to the procurement and how IPS interprets the market's response, whether the capabilities are	

Identity and Passport Service

Agenda Item No.	Agenda Item comments	Provided by :
	packaged logically etc), (2) Joint Ventures and (3) Biometrics. It was noted that an Annual report could be a useful way to advise stakeholders of the areas the panel is concentrating on, what they found and the areas planning to be looked at the following year. The panel recognised that they had quite considerable ICT experience between them which presented an immediate opportunity to rationalise some of the existing assurance activity. The panel noted that broadly the themes identified above fitted in to two broad areas: (1) Use – including Joint Ventures, public/private engagement, consumer benefit. (2) Programme Infrastructure and deliverability of the NIS – risks, resources, dependencies. The CEO advised that the panel need to consider when it is appropriate for them to take a broad view of the programme and when it was necessary to focus on specifics in greater detail.	
3	**Business Case** The panel noted the following concerns: (1) IPS needs to clearly define the purpose behind what it seeks to deliver through the NIS and may need to refer back to earlier work in 2004 to revisit the main aims. (2) There needs to be focus on an infrastructure that will build all the linkages/bridges to enable ID card production and a focus on what can be built in order to: (a) deliver some benefit in the short term (2/3 yrs) and (b) assist in moving to a position to further shape the evolution of the scheme. (3) IPS needs to clearly define the benefits and use for the NIS and illustrate how these will be realised through outcomes and the proposed strategies that will seek to do that. This needs to be aligned to a plan and monitored against specific measureables. IPS needs to be clear about how work stream activities generate specific outcomes and illustrate how the costs for the scheme are recovered through these. (4) Charging arrangements. The panel noted that there are some assumptions made in the Business Case around this but that further work was required around the detail of this.	
4	**Next Steps** IAP agreed that in order to take forward their agreed revised role, the following needs to happen: (1) CEO and CIO need to agree the revision of the role of the IAP. (2) Defined subject matters/themes need to be agreed with IPS. (3) Execution of the above work to an agreed timetable. (4) Regular feedback sessions to be held with the CEO and CIO. The panel agreed that in relation to (1) and (2) the Chair of the IAP should put forward a paper on Independent Advice and Assurance 2007 which presents the remainder of the discussion. Themes were discussed and agreed as those documented in the paper.	

Identity and Passport Service

Details of Next meetings:

Date:	Location:	Focus:	Time:
05/03/07	Phone/Video conference	Business Case Agreed themes for 2007 (last 20 mins of mtg) (David Foord to attend)	14.00-16.00
10/04/07	Phone/ Video conference		14.00-16.00
11/05/07	TBC (face-to face)	James Hall and Annette Vernon to attend	10.30-13.30
Other dates as circulated by AW			

Version control

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.1	20/02/07	Initial draft	XX	-------------------
0.2	22/02/07	MM/AH comments	AH	AH