

Identity and Passport Service

MINUTES

Independent Scheme Assurance Panel (ISAP)

Telephone Conference

17 March 2008

Chairperson:	Alan Hughes	ISAP Member	AH
Members:	Fergie Williams	ISAP Member	FW
	Peter Simpson	ISAP Member	PS
	Malcolm Mitchell	ISAP Member	MM
	John Clarke	ISAP Member	JC
	Bob Assirati	OGC	BA
	Xxxxx XXXXXXXX	IPS	XX
Apologies	Brian Collins	ISAP Member	BC
Secretariat:	Xxxx Xxxxx	Programme Officer	Support IPS XX
	Xxxxx XXXXXXX	Programme Office	Support IPS XX
Circulation of Minutes:	Members of Biometrics Assurance Group Scheme Management Board		

Agenda Item No.	Agenda Item comments	Presenter
1.	<u>February's ISAP Minutes</u> The minutes from the last meeting were approved and can be issued as final.	AH
2	<u>Matters Arising</u> All attendees confirmed that they had received the SMB papers. BA questioned whether there will be a formal response to the recently published Crosby Report from IPS. AH advised panel that he will raise it at the SMB meeting on 18th March, 2008. ACTION: AH to raise at SMB meeting on 18th March whether IPS will be producing a formal response to the Crosby Report	AH
3.	<u>ISAP Annual Report – Programme Responses</u> XX advised that the ISAP Annual Report should be published on Thursday 20th March with the Programme's response being published on the website in the form of a letter. XX stated that the IPS response is mostly adding detail to the ISAP suggestions.	XX
4.	<u>Panel Work-plan and reporting</u>	MM

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	<p>The panel thought it would be reasonable for members to dig deeper into specific matters. FW noted that apart deeper reviews would require access to documents and to people.</p> <p>Procurement is imminent for NBIS and A&E. FW offered to take the lead with JC on a review of NBIS, reporting back to the Panel at the end of April.</p> <p>Process sought by the panel :</p> <ul style="list-style-type: none"> I. ISAP read NIS documentation and progress reports – (see also below on enhancements of reporting) II. ISAP identify any concerns with i. III. IPS gives further briefings/responses to and ISAP concerns at ii. IV. ISAP then satisfied or not. If not – further discussion/alert SRO/deep dive/annual report. V. ISAP should not be auditors nor do work of the Programme <p>The Panel discussed NIS progress reporting with detailed suggestions from MM. Reporting has improved but there are still some gaps that ISAP feel should be filled eg :</p> <ul style="list-style-type: none"> I. Information to give the context of progress, what is early/late, over/under, what has or needs to change, etc II. On how components fit together III. KPIs and CSFs identified and tracked, not just risks and issues. <p>Rather than adding ISAP specific items, ISAP request a discussion with the person responsible for reporting to see if general improvements can be made.</p> <p>ACTION: AH to ask</p> <p>ISAP would like to know more about Programme work on communications and benefits realisation.</p> <p>ACTION: AH to ask</p> <p>ISAP would like to have a timetable of key decisions for the remainder of 2008/9 with which to timetable ISAP work in advance of each one.</p> <p>ACTION AH to ask</p> <p>ISAP would like to know more of systems and operations integration plans, particularly with proposed procurement bundles and Programme intention to buy managed services. The panel will request a briefing from the Programme at the ISAP meeting on 28th April.</p> <p>ACTION : To be Arranged for 28 April ISAP meeting AH/XX</p> <p>ISAP also want to know if there is an airside-worker project team within IPS now and others around the 2008 Delivery Plan outcomes.</p> <p>ACTION: AH to ask.</p>	

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Details of Next meetings :

Date:	Location:	Focus:	Time:
28/04/08	Allington Towers	TBC	12.00-17.00
06/06/08	Allington Towers	TBC	10.00-15.00
11/08/08	Allington Towers	TBC	10.00-15.00
03/10/08	Allington Towers	TBC	10.00-15.00
05/12/08	Allington Towers	TBC	10.00-15.00

Version control

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.01	17.03.08	Initial draft	XX	-----
1.00	18.03.08	AH Review	AH	AH