

Identity and Passport Service

MINUTES

Independent Assurance Panel (IAP)

Monday 5 March

Trevelyan House, London

Chairperson:	Alan Hughes (<i>by phone</i>)	IAP Member	AH
Members:	Fergie Williams	IAP Member	FW
	Peter Simpson (<i>by phone</i>)	IAP Member	PS
	John Clarke (<i>by phone</i>)	IAP Member	JC
	Malcolm Mitchell (<i>by phone</i>)	IAP Member	MM
Attendees:	David Foord	Office of Government Commerce	OGC DF
Secretariat:	Xxxxxx Xxxxxx	Programme Manager	Support IPS XX
	Xxxxx Xxxxxx	Programme Officer	Support IPS XX

Agenda Item Comments

Agenda Item No.	Agenda Item comments	Actions :
1.	<p><u>Independent Advice and Assurance 2007</u></p> <p>The panel considered the draft paper that was produced following their last meeting setting out 'Independent Advice and Assurance 2007'. Points noted as follows:</p> <ul style="list-style-type: none"> The paper will refine its definitions. <p>The final draft of the paper will be circulated with these minutes.</p>	<p>AH - Done</p> <p>XX - Attached</p>
2.	<p><u>Gateway 0</u></p> <p>DF provided the panel with an overview of the Gateway process. DF explained that the NIS programme is currently going through a Gateway 0 review. The report will raise concerns/issues to the SRO. If there are any 'red' issues (immediate action needed) these are highlighted to the Permanent Secretary. The panel were asked to consider whether there were any concerns that they would raise with the reviewers. The following concerns were noted as issues that still need to be addressed by the programme:</p> <ul style="list-style-type: none"> Integrity/fit between the component parts: systems integration. Clarity over scope and definition of deliverables. Defined risks/dependencies. Ethicity of the biometric elements. Governance, including user engagement; (a) the citizen and (b) other government departments; plus benefits realisation costs. <p>Data governance (who controls the integrity of the data and what standards apply).</p>	

Identity and Passport Service

Agenda Item No.	Agenda Item comments	Actions :
3	<p><u>Business Case (version 2.0)</u></p> <p>The panel noted the following:</p> <ul style="list-style-type: none"> • Generally, the presentation of the case is complex, with a complex set of documents which are unclear to read. • The Business Case needs to be clear in its scope/requirement. The panel suggested that the Strategic Action Plan is the high level document and that the business case should follow on from that and address 'how' the NIS is going to be delivered. • The Strategic Case does not set out what will be delivered for the benefit of UK citizens. • The statement 'a robust realisation strategy will be developed' implies that benefits realisation is uncertain. • Those aspects that need to be delivered in order to meet international travel obligations and the costs associated with that could be identified. • The additional viable benefits of cross government efficiency in data management and the costs associated with these could then be added. The costs other government departments will need to incur to realise benefits seem to be omitted; • Then, additional benefits to the citizen stemming from building the infrastructure and the costs associated with those could be laid out. • Some benefits are asserted but these are not substantiated. • The panel felt that a holistic view needs to be taken over precisely what the citizen will get out of the NIS. If this isn't defined simply then public confidence may be at risk. <p><u>GIB comments on the Business Case (version 1) and IPS responses to these</u></p> <p>The panel felt that IPS had not addressed in full the comments raised from the GIB assessors, particularly the biometrics concerns. The panel were not assured that these issues are all addressed in the IPS programme risk register. AH agreed to raise these issues with IPS Management this week.</p>	
4	<p><u>IAP Work Plan for March and April 2007</u></p> <p>See attached.</p>	<p>AH</p> <p>All IAP members</p>

Details of Next meeting :

Date:	Location:	Focus:	Time:
10/04/07	Phone/ Video conference	Update on individual actions and OGC Gateway 0 report: next steps for IAP.	14.00-16.00
11/05/07	TBC (face-to face)	Feedback to Programme. Annette Vernon to be invited.	10.30-13.30
19/06/07			

Identity and Passport Service

Version control

Version No.	Date	Reason for Change	Author	Approved for Distribution by
0.1	07/03/07	Initial draft	XX	-----
0.2	07/03/07	AH comments	AH/XX	-----
0.3	14/03/07	Final Version	AH/XX	AH