



Note of the 2nd Independent Assurance Panel Meeting

Held on 19th September

Those Attending:

Alan Hughes	Chair
Malcolm Mitchell	IAP
Richard Dunlop	IAP
Xxxxx Xxxxx	Project Manager (NIR & Identity Services)
Xxxxx Xxxxxxx	Procurement
Xxxx Xxxxx	(Secretary)

1. The objectives of the meeting were to continue to brief and induct panel members into the Identity Cards Programme and to give them an opportunity to comment on the Procurement Strategy.

2. Before the meeting the panel had been given access to the, Programme Board Minutes, Risk and Issues Logs and the Business Case

3. The meeting included presentations and discussion on the 'Forward Programme' and the 'Procurement Strategy (MK 2)'.

The following points were made:

4. It was thought that overall the Programme was moving in the right direction and that by and large approaches were sound and the programme aware of the major issues that it needed to cover.

5. The Panel members, however, agreed that realising the Identity Cards Scheme remained a significant challenge with regard to operation and integration issues.

6. In particular the panel advised that because the Home Office 'owned' the risk of integration then the programme should regard the development of the Programme procurement "Intelligent Customer Function" as a priority.

Reason: to better detail and address this risk.

7. The partnership with PA Consulting was discussed, however no one present knew how far beyond the procurement stage this partnership would continue.

<i>Xxxxx Xxxxx will arrange for Robert Raine to clarify this.</i>

8. The Panel noted volumetric data was provided in the various documents seen by the panel members. It was noted however, that data on Verification volumes appeared less comprehensive than other data. The Panel requested additional data on verification volumes including any assumptions or information available on 'peak and 'steady state' volumes. Reason: These volumes will have a significant effect on the stability of the NIR.

*Xxxx to find out who owns this information and ask that it be provided to the panel
(Timing- before the next panel meeting)*

9. Issues around integrating the data from the various parts of the scheme were discussed. The panel asked for information on the Programme's proposals for data cleansing including what arrangements would be in place, who would do it and who would be accountable for it. Reason: To build in data cleansing wherever possible.

*Xxxx to find the owner for this information and ask that it be provided
(Timing – before the next panel meeting).*

IAP Processes - Division of Labour

10. The Panel is developing its processes to best meet the Programme's needs. The following arrangements were thought appropriate for the moment.

Malcolm Mitchell – would look at the supply side of projects 2 and 3 (NIR, systems & technology and Identity Services)

Richard Dunlop – would look at the programme itself

Sue Garrard would cover PR and Marketing

John Clarke will be asked to look at Enrolment and Workflows

*Xxxx is to advise Sue and John and obtain their comments. (Timing within 15 days)
Once confirmed the Programme to be advised of the above together with email contact details.*

Next Steps

11. The panel believe that a useful next step would be for a 'walk through' of the mind map for the 'Integrations Challenge' and a discussion on 'Data mapping'. Reason: To better understand how the integration risk is being addressed.

Xxxx to arrange this for the next panel meeting.

12. The IAP was happy with information given in the procurement walkthrough and it was agreed that it would be useful for them to see the management summary for the Procurement strategy and the Procurement road map. In addition the Panel felt it would be useful to have a copy of the presentation to the Programme Board useful as well as other regularly updated information. Reason: To look more deeply at the procurement exercise.

Xxxx will arrange for the panel to have access to these documents and identify a useful package of documents for regular use. (Timing within 15 days)