

----- Forwarded message -----

From: <@dxw.com>

Date: Tue, Mar 9, 2021 at 11:59 AM

Subject: Re: DPIA for Affordable Housing

To: Seymour, Juliet <juliet.seymour@southwark.gov.uk>, <@.com>

Cc: >, Baird, David <David.Baird@southwark.gov.uk>, <@southwark.gov.uk>, <@southwark.gov.uk>

Hi all,

Attached is an updated hosting and support contract - with the separate dev/infrastructure work to get the service live removed.

Still needs parts in yellow to be completed by Southwark Council. Can someone look through those?

Thanks,

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On Tue, Feb 23, 2021 at 8:21 PM Seymour, Juliet <juliet.seymour@southwark.gov.uk> wrote:

Yes please

can you raise a PO and provide the number to

for the hosting will follow this up to ensure we have this working within the next couple of weeks.

Thanks

Juliet

From: <@dxw.com>
Sent: Monday, February 22, 2021 11:03 AM
To: Seymour, Juliet <juliet.seymour@southwark.gov.uk>; <@dxw.com>
Cc: Baird, David <David.Baird@southwark.gov.uk>; <@dxw.com>; <@southwark.gov.uk>;
<@southwark.gov.uk>
Subject: Re: DPIA for Affordable Housing

Hi Juliet,

Apologies for any delay on our side. Can I clarify:

1. Dev/configuration work:

You just want us to send you an invoice for the development and configuration work? As per:

One off costs
Implementation of modifications to the AHMT service £1800
Configuration of hosting environment £1800
Total: £3600

Southwark doesn't need a PO number on that invoice?

If that's the case, who do we send the invoice to?

2. Monthly hosting:

The draft contract Gurps sent you contains the hosting stuff. You said that you would work on the monthly hosting contract with Tom, so I think we were waiting. Is there anything more or less you want? If we send you that contract with the above dev/configuration work removed, will that be sufficient?

Thanks,

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On Fri, Feb 19, 2021 at 7:58 PM Seymour, Juliet <juliet.seymour@southwark.gov.uk> wrote:

I haven't heard anything about the payment or hosting?

Thanks

Juliet

From: Baird, David <David.Baird@southwark.gov.uk>

Sent: Friday, January 22, 2021 9:32 PM

To: <[@dxw.com](#)>

Cc: Seymour, Juliet <juliet.seymour@southwark.gov.uk>; <[@dxw.com](#)>; <[@southwark.gov.uk](#)>; <[@southwark.gov.uk](#)>

Subject: RE: DPIA for Affordable Housing

Thanks, that's clear. With the pricing supplied we can consider the options around resilience needed from the number of instances and for how long we need the instances to be available per month. I'll have a chat with Juliette and Tom about this but looks like we have a clear path in terms of hosting for the short to medium term and support.

Would be good to have a conversation on the SLAs associated with standard support and what the support model could look like in preparation for go-live, as we may require set-up on the Southwark Helpdesk and documentation/training to be provided to a level 1 team.

Regards,

David

David Baird

Digital Change and Innovation Manager

Housing and Modernisation

Southwark Council

From: <@dxw.com>

Sent: Friday, January 22, 2021 6:40 PM

To: Baird, David <David.Baird@southwark.gov.uk>

Cc: Seymour, Juliet <juliet.seymour@southwark.gov.uk>; <@dxw.com>; <@southwark.gov.uk>; <@southwark.gov.uk>

Subject: Re: DPIA for Affordable Housing

Hey,

We've used [GOV.UK](https://gov.uk) PaaS. It works well. I don't think that we'd be able to schedule the much longer time needed to host on PaaS very soon.

So an option could be, start on dxw environment then migrate to PaaS within a few months.

The instances are AWS app instances running the same environment - so three instances running production environment, two running staging. Multiple instances allows for significantly higher reliability through automated failover, etc. [GOV.UK](#) PaaS follows the same pattern - allowing from 1 to 128 instances for each environment.

As I said, may well be that three instances, and the sizing of those instances, is too high. But as per the pricing, they're charged at an hourly rate, so reducing the spec if it's appropriate, would see immediate reduction in price.

Cheers,

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On Fri, Jan 22, 2021 at 3:23 PM Baird, David <David.Baird@southwark.gov.uk> wrote:

Hi

In respect of the [GOV.UK](#) PaaS, have you used this yet or know of anyone that has? The costs seem pretty reasonable and avoids the cost of the AWS account, which appears to be the principle cost in the GCloud 12 pricing so wondered if a blend of the [GOV.UK](#) hosting and dxw software support at £850 per month is the optimum set-up.

Also, in respect of the GCloud 12 pricing what is meant by an instance, as I have usually considered that as Dev/Test/Prod and with these environments available would then question the need for an additional staging area with 2 instances?

Regards,

David

David Baird

Digital Change and Innovation Manager

Housing and Modernisation

Southwark Council

From: Seymour, Juliet <juliet.seymour@southwark.gov.uk>

Sent: Friday, January 22, 2021 3:10 PM

To: @dxw.com>

Cc: Baird, David <David.Baird@southwark.gov.uk>; <@dxw.com>; <@southwark.gov.uk>; <@southwark.gov.uk>

Subject: RE: DPIA for Affordable Housing

12 months please

Yes there is more work going on about the development so I need to get back to you next week

From: <@dxw.com>

Sent: Friday, January 22, 2021 2:41 PM

To: Seymour, Juliet <juliet.seymour@southwark.gov.uk>

Cc: Baird, David <David.Baird@southwark.gov.uk>; <@dxw.com>; <@southwark.gov.uk>; <@southwark.gov.uk>

Subject: Re: DPIA for Affordable Housing

How long would you like hosting for? 6 months? 12 months? 24 months?

And shall I put provision in for potential additional development?

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On Thu, Jan 21, 2021 at 5:40 PM Seymour, Juliet <juliet.seymour@southwark.gov.uk> wrote:

Yes please

From: <[@dxw.com](#)>

Sent: Thursday, January 21, 2021 4:34 PM

To: Seymour, Juliet <juliet.seymour@southwark.gov.uk>

Cc: Baird, David <David.Baird@southwark.gov.uk>; <[@dxw.com](#)>; <[@southwark.gov.uk](#)>; <[@southwark.gov.uk](#)>

Subject: Re: DPIA for Affordable Housing

How do we progress in terms of commercials?

Want us to draft a GCloud 12 contract?

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On Thu, Jan 21, 2021 at 4:29 PM Seymour, Juliet <juliet.seymour@southwark.gov.uk> wrote:

Thanks for this,

- a. You will need to host
- b. I think this is you aswell?

Let me know if you need me to do anything

I will give a progress update a week Monday so please let me know where we are around this time next week.

I am also updating the workplan with as Ale requested so I will get that to you asap

Kind regards

Juliet

From: <@dxw.com>
Sent: Thursday, January 21, 2021 4:23 PM
To: Seymour, Juliet <juliet.seymour@southwark.gov.uk>
Cc: Baird, David <David.Baird@southwark.gov.uk>; <@dxw.com>; <@southwark.gov.uk>
Subject: Re: DPIA for Affordable Housing

Hi,

We said last week that, collectively, we wouldn't get the service up in the next fortnight. We did say we'd get back to you with details you might need to set the process in motion.

Attached are some of the steps needed, with associated costs.

So the main things to do now are:

a) agreeing who hosts

b) get commercials in place to fund:

1. necessary development
2. hosting
3. support

Necessary development cannot be done this week, but we should be able to do that next week.

If we're hosting, we have capacity to set this up within the next week or two.

Thanks,

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On Thu, Jan 21, 2021 at 10:44 AM Seymour, Juliet <juliet.seymour@southwark.gov.uk> wrote:

Hi Alex and

I want to be able to report back to Cllr Situ a week Monday that we are user testing the tool. Are there any issues or can you set this up this week? Is the hosting now sorted? If not what needs to happen and what is the timescale?

Thanks

Juliet

From: Baird, David <David.Baird@southwark.gov.uk>
Sent: Sunday, January 17, 2021 9:52 PM
To: <@dxw.com>
Cc: <@dxw.com>; Buttrick, Tom <Tom.Buttrick@southwark.gov.uk>; Seymour, Juliet <juliet.seymour@southwark.gov.uk>; <@southwark.gov.uk>; Loubser, Neil <Neil.Loubser@southwark.gov.uk>
Subject: RE: DPIA for Affordable Housing

Hi Alex,

The DPIA is for the supplier to complete, as your team has the knowledge of the tool, data and hosting. If there is any help required with its completion I can bring Information Governance in to a meeting to work with us on this.

Regards,

David

David Baird

Digital Change and Innovation Manager

Housing and Modernisation

Southwark Council

From: <@dxw.com>
Sent: Tuesday, January 12, 2021 6:57 PM
To: Baird, David <David.Baird@southwark.gov.uk>
Cc: <@dxw.com>; Buttrick, Tom <Tom.Buttrick@southwark.gov.uk>; Seymour, Juliet <juliet.seymour@southwark.gov.uk>; <@southwark.gov.uk>; Loubser, Neil <Neil.Loubser@southwark.gov.uk>
Subject: Re: DPIA for Affordable Housing

Hi David,

Just checking that this is only for info and that you don't need us (dxw) to do anything?

Thanks

On Tue, 12 Jan 2021 at 17:01, Baird, David <David.Baird@southwark.gov.uk> wrote:

Hi

Please see the attached Data Privacy Impact Assessment, which is the approval step for Information Governance required before any tool handling Southwark data goes live.

Regards,

David

David Baird

Digital Change and Innovation Manager

Housing and Modernisation

Southwark Council