Minutes of a meeting of the Information Systems Committee held in Dungannon Library on Wednesday 26 June 2013 at 1:30pm.

PRESENT
Mr Roger Dixon      Chairperson
Mr Nigel Macartney
Councillor Hubert Nicholl
Ms Helen Roulston
Councillor Mrs Evelyne Robinson
Councillor Mrs Anne Brolly

IN ATTENDANCE
Chief Executive      Mrs Irene Knox
Director of Business Support    Mr Terry Heron
Programme Director     Mr Desi Curry
Senior User       Mrs Trisha Ward
Configuration Librarian     Mrs Heather Gardiner

1. APOLOGIES FOR NON ATTENDANCE
1.1 Apologies were received from Ms Jane Williams (Vice Chairperson), Mrs Angela Matthews and Mr Alastair Hughes.

2. DECLARATION OF INTERESTS
2.1 The Chairperson reminded Members of their obligation to declare any actual, potential or perceived conflicts of interest associated with any item on the agenda, either now or at the relevant stage during the meeting. No interests were declared.

3. CHAIRPERSON’S BUSINESS
3.1 There was no Chairperson’s Business.
4. MINUTES OF THE MEETING OF THE COMMITTEE HELD ON
29 MARCH 2013

4.1 On a proposal from Mr Nigel McCartney, seconded by Councillor Hubert
Nicholl, the minutes of the meeting held on 29 March 2013 were agreed.

5. e2 HIGHLIGHT REPORT

5.1 The Programme Director presented a highlight report that had been
circulated prior to the meeting and drew attention to the following areas:

- Transition had gone well with hand-over taking place on the 1 May
  2013
- No TUPE Issues
- New Service Levels introduced
- Implementation Plan agreed
- Site Surveys and implementation going well
- To date 4 milestone payments approved and paid
- DEL were retaining their existing service for a period of 6 months
- 15 staff were being recruited as trainers.

5.2 The Committee noted the report.

6. SERVICE TRANSITION

6.1 A Service Transition Report had been circulated prior to the meeting to
provide an overview of the approach taken to service transition, highlighting
the key strands of work, the main activities which were undertaken and
the results achieved.

6.2 The Programme Director highlighted one change to the report:

- The date of contract signing on page 5 should read the 29 March
  2013 instead of the 29 April 2013.

6.3 Members commented that the report was comprehensive and demonstrated
the professionalism of the approach and provided assurance on the
outcome.

6.4 The Committee noted the report.

7. PROJECT SCHEDULE

7.1 An extract of the Implementation Plan (Information Systems Committee
View) was circulated prior to the meeting and was welcomed by Members as
giving an understanding of the complexities of the work involved in the
project and an overview of progress to date.
7.2 After discussion it was agreed that the Programme Director would bring an updated copy of this view of the Implementation Plan to every meeting together with a higher level view.

8. RISK MANAGEMENT

8.1 The Director of Business Support presented the Risk Register that had been circulated prior to the meeting and drew attention to the following areas:

- The Risk Register was a combination of the ICU Service and e2 Project Risk Registers
- The ICU Service Risk Register had previously been presented to the Business Support Committee but since issues relating to both ongoing service delivery and e2 implementation were now under the remit of the Information Systems Committee, the combined Risk Register would now only be presented to the Information Systems Committee
- The register contained one red treated risk and a number of amber treated risks (all financial risks were amber) and 5 residual red risks.
- Some risks had been closed.

8.2 The Director of Business Support drew Members attention to each of the red or amber treated risks and explained the rationale for the current risk assessment. In most cases this was because of the fact that the implementation was at an early stage.

8.3 The Committee noted the Risk Register and that it would be a living document updated for each meeting.

9. E2 BUDGET

9.1 The Director of Business Support drew attention to the two budget documents that had been circulated prior to the meeting:

- The e2 Spend Report showed a small underspend on the recurrent year to date budget due mainly to staff costs and showed that the project would live within the recurrent budget for the year. The capital spend against budget was exactly on track.
- The Milestone Schedule showed the target dates and amounts of all the capital milestone payments over the lifetime of the implementation and the description of the milestone activities.

9.2 Members noted the budget report.
10. **OGC GATEWAY 3 REVIEW – ACTION PLAN UPDATE**

10.1 In response to a question from the Committee, the Programme Director stated that the next Gateway Review would encompass ‘Readiness for service’ and would take place in late November/December 2013 prior to implementation of the critical LMS workstream.

10.2 The Programme Director presented the OGC Gateway 3 Review – Action Plan Update document that had been circulated prior to the meeting and explained actions taken against each recommendation:

- **Recommendation 1** – A risk workshop was held and a risk management process adopted. The process was then reviewed and modified to a more Libraries NI Corporate style approach as the detail in the previous process was not considered sufficient.
- **Recommendation 2** – A Testing Strategy was a deliverable within the contract and had been produced. A number of other testing documents would be used throughout the testing process ie User Acceptance Tests, Test Plans, Test reports etc.
- **Recommendation 3** – An Implementation and Resource Plan had been produced. The resources had been included in relation to the actions required in the implementation plan and the impact of work needed between these actions would be monitored.
- **Recommendation 4** – A Benefits Realisation Plan had been produced.
- **Recommendation 5** – A Communications Strategy and Training/Staff Development plan had been developed.
- **Recommendation 6** – An internal Change Control Procedure had been developed and was being used to process a number of Contract Change Controls.
- **Recommendation 7** – A Draft Quality Strategy had been produced to pull together all areas where quality issues arose.
- **Recommendation 8** – A resource plan was in place and to date all deadlines had been met.
- **Recommendation 9** – An e2 Governance structure had been put in place.

10.3 The Programme Director brought hard copies of all strategies and plans referred to in the update and made these available to Members.

10.4 Members noted the progress on implementing the Gateway 3 recommendations.

11. **ANY OTHER BUSINESS**

11.1 The Committee agreed to meet every two months and the dates would be agreed at the next Board Meeting.

11.2 Helen Roulston reported that she had a useful information session on Facebook and Twitter with Trisha Ward, Senior User. After discussion it
was suggested once a faster network speed had been achieved, this session on social media could be incorporated into the marketing presentation scheduled for a future Board meeting.

12. DATE OF NEXT MEETING

12.1 The next meeting of the Information Systems Committee would be arranged at the meeting of the Board on the 4 July 2013 at a venue to be agreed.

13. MEMBERS’ ARRIVAL AND DEPARTURE

13.1 All Members arrived for the start of the meeting and remained until it ended.

Signed ____________________________

Date: ____________________________