

Meeting Minutes



Department
for Work &
Pensions

DWP - LA Data Sharing BUSINESS DESIGN AUTHORITY

Title:

Date: Tuesday 9th September 2014.

Location: Room 6.03 Caxton House, Tothill Street, London, SW1H 9NA.

Attendees: David Gleave - DWP Housing Delivery Deputy Head (Chair)
David Wright - LADS Programme Development Manager (Secretariat)
Phil Swan – Tameside MBC & Chair of iNetwork
Paul Davidson – Local eGovernment Standard Body Technical Director and CIO of Sedgemoor District Council
Dan McCartney - Local Government Association
Alan Porter - Head of Benefits, London Borough of Camden
Fiona Bolam - DWP UC Strategy and Data Sharing

Via Telekit: Craig Fanning - Chief Technology Office
Rhona McGrath – Renfrewshire Council and member of the Convention of Scottish Local Authorities
Jens Chinneck - Security Manager, Vale of Glamorgan
Dave Salisbury - Nottingham City Council
Linda Grange - ICT and Security Manager, South Buckinghamshire Council
Brian Teaz - North Lanarkshire Council
Matthew Evans – Welsh Local Government Association Wrexham County Borough Council
Cath Arrowsmith – DWP Chief Technology Office Solution Design
Craig Fanning - DWP CTO Solution Design
Kevin Doherty - External Data Sharing Advisory Centre - Professional Services, Information Exploitation & Security Directorate
Christine Taylor (for Mike Thompson) - DWP Data Management Transfer Team
Sabby Riordan - LADS Delivery Team
Rob Baldwin - DWP IT Portfolio Management

Apologies: Sonika Sidhu – Local Government Association
Brian Brighthouse - Business Change
Lesley Pigott – London Borough of Camden and member of DWP/LAA Steering Group
Mike Thompson – DWP Security and Business Continuity
Siobhan Coughlan - Local Government Association
Neil Crane - DWP CTO Integration Domain Design
Stephen Humphries - North Ayrshire council and Convention of Scottish Local Authorities
Laura Stuart – DWP Strategic Design Authority
Craig Warmington/Stuart Hetherington - DWP IT Transformation Programme

1. Welcome and Introductions - David Gleave

David opened the meeting. This was followed by introductions around the table and from those dialling in. David explained that 2 of the agenda items were being swapped around as he was conscious that some of the new members had dialled into the meeting to hear specifically about the Data Transport Appliance (DTA) Replacement strategy update.

2. Minutes and Actions - David Wright

One amendment to the minutes was suggested by Rhona McGrath, who had been erroneously recorded as having dialled into the first meeting. David then took members through the 8 Action Points from the previous meeting; all of which had been cleared.

Ref.	Action description	Action Update
AP1 1.7.14	- Kevin Doherty to provide a full data catalogue or inventory...for distribution to BDA membership.	Kevin cleared this action by issuing 3 products: Data Sharing Inventory Product Description (IN DRAFT AND NOT FOR ONWARD DISTRIBUTION); Inventory of DWP Data Assets (publicly available via data.gov.uk site); and a schedule of data items available on the Customer Information System (SECURITY WARNING: FOR SECURITY REASONS THIS MUST NOT BE FORWARDED OR DISTRIBUTED FURTHER). Paul Davidson said that he would respond directly to Kevin with feedback on the items issued.
AP2 1.7.14	- The Secretariat to update the BD Objectives slide to add, "...and fits with local authority needs".	Action completed and new slide set issued to members.
AP3 1.7.14	- Sonika Sidhu and Paul Davidson to identify additional local authority staff who should become additional members of the group and submit a list of names and contact details to David Wright.	This action was cleared, and David Gleave thanked Paul, Sonika and David for their work to increase LA representation, which was evident by the attendee list, those in the room and on the phone.
AP4 1.7.14	- Karen to add local authority input into the purpose of the BDA.	David Wright queried the name associated with this action point, but said that it had been cleared.
AP5 1.7.14	- Craig Fanning to circulate screen shots of the proof of concept for DTA replacement.	This action was cleared within 48 hours of the last meeting.
AP6 1.7.14	- Craig Fanning to circulate for comment to LA members the requirements for DTA replacement.	This action was cleared within 48 hours of the last meeting.
AP7 1.7.14	- Craig Fanning to circulate the ATLAS Route Map.	This action was cleared within 48 hours of the last meeting.
AP8 1.7.14	- David Wright to set up a Huddle group to support the BDA.	This action was cleared.

3. Data Transport Appliance strategy for replacement - David Wright (on behalf of the DWP IT Transformation Programme)

David started by explaining that the presentation was designed to update members on progress on the DTA replacement, that the solution being looked at had the potential to enable Digital, 2-way bulk file transfer and tailored information on request by individuals or automatically. He said that the presentation was designed to give members the opportunity to express concerns or queries to DWP ahead of its procurement via the G-Cloud. He also explained that nothing in the presentation was set in stone, but was instead a high-level pass, which was under discussion internally and therefore the group had the opportunity to influence those discussions.

David outlined the context and background, and the need to replace the DTAs in 382 LAs.

He then went on to describe the model architecture shown on slide 4. Paul Davidson offered to help redraw the model from a local authority perspective in order to focus more on what LA technical and business users would want and need to know. **[THE SLIDES ARE NOT TO BE FORWARDED AND FOR BDA MEMBERS' EYES ONLY on the instructions of DWP IT and Commercial colleagues.]**

AP 1 - 9.9.14

David Wright to facilitate Paul Davidson's involvement in re-presenting the architectural model on slide 4 of the DTA replacement presentation from a local authority perspective.

David explained some of the terminology used in the slides. Paul Davidson and Dan McCartney asked whether, for DTA replacement purposes, it was necessary for a local authority's whole estate to be TLS 1.2 compliant, or whether it would suffice that the authority had one instance of TLS 1.2 to receive the current bulk file transfer.

AP 2 - 9.9.14

David Wright to confirm whether it would be sufficient for a local authority to have one instance of TLS 1.2 (compliant versions of browser and operating software) for DTA replacement, or whether the authority's whole IT estate would have to comply with TLS 1.2.

David then explained that the High level plan presented on slide 5 starts after the procurement exercise, with the first milestone being contract signature. The procurement exercise had not started yet, and was due to commence in October 2014. He reiterated that planning was still under discussion and was therefore subject to change.

When David had finished the presentation, David Gleave gave members another opportunity to raise any questions or concerns about what they had heard. No further questions were received.

3. Understanding Data Sharing from the LA perspective - Phil Swan

Phil presented the above topic and issued the slide set to members during the meeting. Phil took members through a number of scenarios where data analysis had been used intelligently to enable local authorities to plan services and make strategic decisions to re-engineer approaches to welfare, client groups, services and allocations of budgets.

Phil explained that local authorities don't just provide welfare services, but rather are inextricably involved in issues like the Health and Social Care agenda, Troubled Families

and early intervention to prevent high costs to a number of services. To do these things effectively, councils need the right data (case-level and anonymised case-level data) that is up-to-date and timely.

Phil described his “journey” with regards to engagement with DWP over Fairer Charging, known as Adult Social Care Financial Assessments, starting back in 2008 and now coming to fruition with the expansion of the desktop access to DWP’s Customer Information System for Adult Social Care financial assessors.

During the presentation Fiona Bolam commented that she was surprised to hear that some Universal Credit data relevant to local authorities was 6-months out of date. Fiona said that she would query this within the UC Programme. Phil said that he was not the source of that piece of information, and would also check the detail behind it.

AP 4 - 9.9.14

Fiona Bolam to check with UC Programme colleagues whether there is an issue with data that LAs need from UC reaching LAs 6-months after the event.

AP 5 - 9.9.14

Phil Swan to check obtain the detail behind the information on his slide presentation that some UC data was not getting to local authorities until 6 months after the event.

4. Feedback from the Embedding Intelligent Use of Information in DWP workshop – David Wright

David explained the context of the workshop, including the role of Kevin Cunningham in DWP, his 2020 Vision for Digital and Business Transformation in DWP, and the fact that Embedding the Intelligent Use of Information had been identified as one of the priority actions to realise the 2020 vision.

David and Kevin Doherty explained that participants in the workshop had helped to focus attention on the use of information across the public sector, not just across DWP. Data sharing and improved use of technology featured strongly in the workshop.

David said that he had not yet received the written outcomes from the workshop.

Summary and AOB – David Gleave

Actions captured were agreed and there was no other business discussed. The meeting was concluded at 3:55pm.

Date of next meeting: 11th November 2014.

Secretariat contact: David Wright
Tel: 0207 449 5350 Mobile: 07769 912462
E Mail: david.wright1@dwpgsi.gov.uk