



Department  
for Work &  
Pensions

## Meeting Minutes

**Title:**

### **DWP - LA Data Sharing BUSINESS DESIGN AUTHORITY**

**Date:**

Tuesday 1<sup>st</sup> July 2014.

**Location:**

Room 6.24 Caxton House, Tothill Street, London, SW1H 9NA.

**Attendees:**

David Gleave - Chair – DWP Housing Delivery Deputy Director

Wayne Norfolk - Delivery Team Manager

David Wright - Programme Development Manager

Craig Fanning - Chief Technology Office

Sonika Sidhu – Local Government Association

Paul Davidson – Local eGovernment Standard Body Technical Director  
and CIO of Sedgemoor District Council

Simon Smith – Local Authority Data Sharing Commission Account  
Manager

Darren Baker – Housing Delivery Division LA Transition Team Leader

Laura Stuart – Strategy Departmental Business

Richard Grondalski – Local Authority Data Sharing Programme  
Management Office Manager & BDA Secretariat

Observer

Marc Goodwin – Local Authority Data Sharing Account Manager

**Via Telekit:**

Rhona McGrath – Renfrewshire Council and member of the  
Convention of Scottish Local Authorities

Matthew Evans – Welsh Local Government Association Wrexham  
County Borough Council

Sylvia Haselhurst & Liz Wright – Housing Delivery Division – Public  
Sector Network and Data Sharing

Kevin Doherty - External Data Sharing Advisory Centre - Professional  
Services, Information Governance and Security Directorate

Neil Crane - DWP CTO Integration Domain Design

**Apologies:**

Brian Brighthouse - Business Change

Lesley Pigot – London Borough of Camden and member of DWP/LAA  
Steering Group

Phil Swan – Tameside MBC & Chair of iNetwork

Mike Thompson – DWP and Business Continuity

Cath Arrowsmith – DWP Chief Technology Office Solution Design

## **1. Welcome and Introductions - David Gleave**

David opened the meeting. This was followed by introductions around the table and from those dialling in.

## **2. Business Design Authority presentation - David Wright**

David presented the rationale and case for setting up a Local Authority Data Sharing Business Design Authority. The presentation and following discussions concentrated on the role of the group, also discussed were the business and the ICT opportunities, together with the principals, objectives and desired outcomes for the group.

Paul Davidson asked if an additional slide could be developed informing readers why Local Authorities want to be part of the design authority. Local authorities want to be part of developing solutions by bringing in the local authority dimension to the group and by influencing decisions so that solutions meet both DWP and local authority needs.

### **AP 1 - 1.7.14**

Kevin Doherty to provide a full data catalogue of data inventory (Information that is being transferred from DWP to Local Authorities) for distribution to the Business Design Authority membership.

### **AP 2 - 1.7.14**

The Secretariat to update the Business Design Objectives within the presentation given to BDA members on 1.7.14 - To add the following phrase at the end of para 2 within BDA objectives "and fits with Local Authority needs".

## **3. Terms Of Reference – David Gleave**

David Gleave presented the draft Terms of Reference to the group for approval. Sonika Sidhu, on membership raised the question of the lack of local authority representation within the group. It was agreed to increase the number of local authority members within the group. Everyone agreed that the Terms of Reference would be developed over the coming weeks and that they would be finalised and agreed over the period of the next few meetings.

### **AP 3 - 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.

It was agreed at the meeting that, the minutes would be published, and that DWP would highlight where items or papers to the meeting could **NOT** be circulated.

It was also agreed that DWP will publish the minutes and action points so that the LeGSB web site can link to them or alternatively, LEGSB can host them on their web site.

## **6. Future Business Design meetings – David Wright**

This agenda item was discussed as part of the Terms of reference and it was agreed that Business Design Authority meetings should take place quarterly but at present they should be held more frequently until the membership, the terms of reference and the transport for the distribution of papers were finalised and agreed.

## **4 & 5 Business requirements and Proof of concept update – Neil Crane and Craig Fanning**

These two agenda items were merged into one. Conversations centred around DTA replacement, its requirements and proof of concept.

DTA replacement – A proof of concept was being developed which will be a web based service. A meeting of the DWP IT Design Authority is scheduled to take place in the next few weeks where a decision to initiate the procurement process will be made. Both Neil Crane and Craig Fanning assured local Authority members of the group that the final requirements had not been decided on and local authority input into the final requirements would be sought and will be crucial to developing the solution.

### **AP 4 - 1.7.14**

Craig Fanning to circulate screen shots of the proof of concept for DTA replacement.

### **AP 5 - 1.7.14**

Craig Fanning to circulate for comment to Local Authority members the requirements for DTA replacement.

### **AP 6 - 1.7.14**

Craig Fanning to circulate the ATLAS Route Map.

### **AP 7 - 1.7.14**

David Wright to set up a huddle group to support the Local Authority Data Sharing Business Design Authority.

## **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: 9<sup>th</sup> September 2014. **(TBC)**

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