UC Programme Board

UCPB200717 - BTL02

Action Point Log – Actions closed from previous meetings

Reference	Action	Assigned to:	Due Date	Update/Deadline
UCPB240414/03	PMU to provide independent assurance to Programme Board of figures supplied by End State team	[redacted]	29/05/14	Closed
UCPB240414/02	Share names with LAs involved in contingency work with PR	Karen Gosden	29/05/14	Closed
UCPB240414/04	Programme Board to question the wording on the PAR recommendation around End State with MPA	Ann Harris	29/05/14	Closed
UCPB270214/03	Include people readiness explicitly into expansion criteria and submit a trend summary of metrics to a future PB.	Janice Hartley	28/03/14	Closed
UCPB280314/02	Provide relevant background to TUPE issues to RW.	Ann Harris	24/04/14	Closed
UCPB280314/03	Provide assurance to Programme Board on the rationale for the 10,000 test, informing the scaling decision in conjunction with [redacted].	Kevin Cunnington	24/04/14	Cleared
UCPB280314/04	Write to DWP clarifying the Chief Secretary's position on Tax Credits/Debt.	Beth Russell	24/04/14	Cleared
UCPB280314/05	Confirm 14-15 costs reflect accurately the end state service plans.	Kevin Cunnington	24/04/14	Closed
UCPB280314/01	Programme Secretariat to circulate minutes of Feb Programme Board following today's meeting	[redacted]	29 March 2014	Closed
UCPB270214/01	AH to go back to Mark Cope regarding deadline for Tax Credits	Ann Harris	28 March 2014	Closed
UCPB270214/02	JP Marks to attend a future meeting to update PB on progress of Test and Learn	John-Paul Marks	28 March 2014	Closed
UCPB300114/01	AH to circulate updated report for MOG	Ann Harris	February 2014	Closed
UCPB181213/02	AH to draft a costed proposal for consideration by HMT prior to next PB.	Ann Harris	January 2014	Closed
UC PB010813/01	SC to produce the Terms of Reference for the Critical Friends Group	Sarah Cox	December 2013	Closed
UC PB040613/06	HS asked members to put forward any suggestions they might have for a person to chair the critical friends group.	All	December 2013	Closed

UCPB181213/04	AH to continue to improve the dashboard for the next PB, particularly around the reported financial information.	Ann Harris	January 2014	Closed
UCPB271113/01	AH to take on board all suggestions made by PB members including sections on risk and financials, for future dashboard reports	Ann Harris	December 2013	Closed
UCPB271113/02	NH to consider colour coding the Programme Plan to re-enforce dashboard information	[redacted]	February 2014	Closed
UCPB260614/01	C E to provide an update on Release 7 for the next Programme Board meeting	Craig Eblett	24/07/14	Cleared
UCPB260614/03	TOM to be updated to reflect the comments made by Programme Board members	Karen Gosden	26/07/14	Cleared
UCPB240414/01	KC to discuss demands on DWP computer systems with RW	Kevin Cunnington	24/07/14	Closed
UCPB240714/01	Circulate NAO VfM Terms of Reference to all PB Members.	UC Secretariat	01/08/14	Cleared
UCPB240714/02	Provide an update of the Payment Accuracy position to inform the decision to go ahead with further NW expansion, and to report on whether there were classes of claims that might justify exemption from manual checks.	Steve Riley / Ann Harris	20/08/14	Cleared
UCPB240714/05	Produce a formal letter to gain approval of the SOBC with HMT.	Ann Harris	20/08/14	Cleared
UCPB240714/06	Update the Stage Plan to limit historical reporting, to a three month view, so as to provide greater coverage of future deliverables.	Ann Harris	20/08/14	Cleared
UCPB260614/02	AH to bring back findings of the deliverability of the cohesive planning work to the October Programme Board, with a verbal update at the August Programme Board.	Ann Harris	28/08/14	Cleared
UCPB280314/07	Consult Cabinet Office colleagues and provide milestones for the IDA programme.	Chris Hall	24/04/14	Closed
UCPB290514/01	Matt James to provide IDA plan with milestones.	Matt James	26/06/14	Closed
UCPB240714/03	Include the 6 key high level milestones/deliverables, from the critical path, in the Programme Dashboard.	Ann Harris	20/08/14	Cleared
UCPB280814/01	Payment accuracy percentages to be incorporated into the Dashboard	Ann Harris	25/09/14	Cleared
UCPB280814/03	Provide an update of the re-use position in September and timetable to support delivery	Ann Harris	25/09/14	Cleared
UCPB280814/04	Provide 2nd Line Assurance of the Digital Service to support the Stocktake in September	Ann Harris	25/09/14	Cleared

UCPB240714/04	Gain all delivery partners' approval of the SOBC.	Ann Harris	30/09/14	Cleared
UCPB240714/07	Update the Strategic Risks within the Dashboard, which includes: Data Sharing, Regulations and Payment Error.	Ann Harris	20/08/14	Cleared
UCPB250914/03	Review the Digital Service Milestone reporting statuses	JP Marks / Ann Harris	31/10/14	Cleared
UCPB250914/04	Insert the named accountable owners to the Critical path	JP Marks / Ann Harris	31/10/14	Cleared
UCPB250914/01	Provide the key delivery IDA milestones with named accountable owners	Matt James	31/10/14	
UCPB231014/03	Schedule the Test Readiness Review on 18 Nov for PB & UCET	Secretariat	1/11/14	Closed
UCPB250914/05	Refresh the financial reports to reflect the agreed budget limits	JP Marks / Ann Harris	31/10/14	Cleared
UCPB250914/02	Provide the documented audit trail of Departmental approval of IDA	Ian Wright / Cath Hamp	31/10/14	Cleared
UCPB231014/01	Programme to discuss and confirm the NAO VfM definition/statement	Ian Wright	14/11/14	Cleared
UCPB231014/02	Agree the reporting requirements of IT Planning assumptions into Programme Board with PPC	Ian Wright	14/11/14	Cleared
UCPB231014/05	Insert the named accountable owners into the Programme Expenditure and Forecast movement section of the Dashboard	Ian Wright	14/11/14	Cleared
UCPB280814/02	Confirm proposals to reduce micromanagement checks and resources deployed.	Ian Wright	31/10/14	Cleared
UCPB250914/02	Provide the documented audit trail of Departmental approval of IDA	Ian Wright / Cath Hamp	31/10/14	Cleared
UCPB231014/01	Programme to discuss and confirm the NAO VfM definition/statement	Ian Wright	14/11/14	Cleared
UCPB231014/02	Agree the reporting requirements of IT Planning assumptions into Programme Board with PPC	Ian Wright	14/11/14	Cleared
UCPB231014/05	Insert the named accountable owners into the Programme Expenditure and Forecast movement section of the Dashboard	Ian Wright	14/11/14	Cleared
UCPB280814/02	Confirm proposals to reduce micromanagement checks and resources deployed.	Ian Wright	31/10/14	Cleared
UCPB231014/04 a	Confirm the TUPE & COSOP agreements in place	Ian Wright / Nick Lodge	14/11/14	Cleared
UCPB231014/04 b	Confirm the HMRC agreement in relation to FTE and premises for UC	Ian Wright	18/12/14	Cleared

UCPB201114/01	Align the delivery partner accountabilities within the dashboard.	Ian Wright	18/12/14	Cleared
UCPB181214/01	Write to Local Authorities to arrange a meeting to discuss IT supplier costs.	Neil Couling	26/02/15	Cleared
UCPB181214/02	Provide a further 2nd Line Assurance report to complement the further work commissioned for DS IE.	Neil Couling	23/04/15	Cleared
UCPB220115/02	Include key OBC milestone information within the dashboard.	Ian Wright / JP Marks	26/02/15	Cleared
UCPB181214/02	Provide a further 2nd Line Assurance report to complement the further work commissioned for DS IE.	Neil Couling	23/04/15	Cleared
UCPB181214/03	Confirm the position of the interface control documents for inter-dependent system integration to the Digital Service.	Ian Wright / Anthony Brigginshaw	23/04/15	Cleared
UCPB181214/04	Confirm the Digital Service contingency provision and the plans for authorising its utilisation	Ian Wright / Anthony Brigginshaw	23/04/15	Cleared
UCPB181214/05	Confirm the financial forecasts, profiles and management arrangements for Improve Efficiency	Ian Wright / Anthony Brigginshaw	23/04/15	Cleared
UCPB220115/01	Provide a payment error profile, to the 0% target over time	Ian Wright / Janice Hartley	26/02/15	Cleared
UCPB260215/01	Ensure that amendments identified are made to the Terms of Reference for the Independent Review of Digital Service.	John Porteous	26/03/15	Cleared
UCPB181214/02	Provide a further 2nd Line Assurance report to complement the further work commissioned for DS IE.	Neil Couling	23/04/15	Cleared
UCPB220115/01	Provide a payment error profile, to the 0% target over time	Ian Wright / Janice Hartley	26/02/15	Cleared
UCPB230415/01	Insert and report against the "Backlog Delivery Graph", as Key Performance Indicator, within the Programme Dashboard.	Ian Wright	23/05/15	Cleared
UCPB260315/01	Consult stakeholders and delivery partners in advance of the contingency review point in May 2015 on Live Service contingencies.	JP Marks	21/05/15	Cleared
UCPB181214/06	Provide a detailed briefing of devolution powers and liabilities.	Neil Couling	23/06/15	Cleared
UCPB210515/01	Circulate the UC Programme Operating Model	Ian Wright	23/06/15	Cleared

UCPB210515/03	Insert the commercial risk to the register: "Commercial Policies and processes exist, and are adequately operating, that enable the programme to procure and progress the development to required timescales to fully support agile delivery".	Ian Wright / [redacted]	23/06/15	Cleared
UCPB210515/05	Insert the Improve Efficiency risk to the register: "Failure to deliver the full functionality of the Digital Service by Dec'16".	Ian Wright / Anthony Brigginshaw	23/06/15	Cleared
UCPB210515/04	Insert the Digital Service caseload, by type, to the Programme Dashboard.	Ian Wright	23/07/15	Cleared
UCPB230415/02	Review the Digital Service Labour / Resource position.	Ian Wright / Lara Sampson	21/05/15	Cleared
UCPB210515/02	Confirm IT licencing costs and the impairment position.	Ian Wright / [redacted]	23/06/15	Cleared
UCPB210515/06	Undertake further impacting of the Digital Service expansion sites with Local Authorities (incl Wandsworth).	Ian Wright / Anthony Brigginshaw	23/06/15	Cleared
UCPB230615/01	Insert Digital Service milestones that track the planned phases (IE/MS) into the milestone report.	Ian Wright / Anthony Brigginshaw	23/07/15	Cleared
UCPB230615/03	Undertake a Health and Safety Risk Assessment for all staff located in Victoria Street premises.	Debbie Alder	23/07/15	Cleared
UCPB230615/04	Provide the timetable to relocate the digital staff to suitable premises	Ian Wright / Anthony Brigginshaw	28/07/15	Cleared
UCPB230615/05	Provide monthly statistical assurance reports to highlight urgency, importance, associated risk and progress achieved and forecast with the dashboard.	Ian Wright / JP Marks	23/07/15	Cleared
UCPB230615/07	Develop readiness and exit criteria plan for Transition phases 1 & 2.	Ian Wright / JP Marks	21/01/15	Cleared
UCPB230615/09	Incorporate data sharing milestones to track progress of delivery capability.	Ian Wright / JP Marks	23/07/15	Cleared
UCPB230615/10	Confirm the Data Sharing position and how Release 10 will support Local Authorities.	Ian Wright / JP Marks	23/07/15	Cleared

UCPB230615/02	Insert a Digital Service milestone to track delivery of the backlog.	Ian Wright / Anthony Brigginshaw	23/07/15	Cleared
UCPB230615/08	Insert the digital service phases onto the backlog delivery graph.	Ian Wright / Anthony Brigginshaw	23/07/15	Cleared
UCPB230715/01	Submit proposed "Improve Efficiency" exit criteria as a below the line paper.	Ian Wright / Anthony Brigginshaw	17/09/15	Cleared
UCPB230715/03	Confirm the legal protocols, including legal objections, to data sharing between DWP and Local Authorities.	Ian Wright / Cath Hamp / Simon Dawson	19/11/15	Cleared
UCPB170915/01	Assess the Digital Service IE and MS plans for discussion at October meeting.	Mayank Prakash	22/10/15	Cleared
UCPB170915/02	Insert a milestone within the dashboard to assure operational readiness to commence London Bridge rollout.	Ian Wright	22/1015	Cleared
UCPB210515/07	Provide integration plans of the Digital Service to the Central Payment System.	Ian Wright / Anthony Brigginshaw	23/07/15	Cleared
UCPB230615/06	Confirm the readiness criteria for Transition.	Ian Wright / JP Marks	23/09/15	Cleared
UCPB230715/02	Insert further Digital Service Centre deliverables into the dashboard.	Ian Wright / Myrtle Lloyd	19/11/15	Cleared
UCPB221015/01	Insert risk mitigation activities into the milestone plan.	Ian Wright	19/11/15	Cleared
UCPB191115/01	Arrange periodic review of the Programme Board Terms Of Reference, to include addition of Northern Ireland.	Neil Couling / Secretariat	17/12/15	Cleared
UCPB191115/02	Confirm the assessment of [redacted] as part of the selection for DSC Case Management.	Mike Driver / Ian Wright	17/12/15	Cleared
UCPB191115/03	Confirm the resilience tolerances specified for DSC capabilities and how these will be tested.	Mike Driver / Ian Wright	17/12/15	Cleared

UCPB210116/02	Circulate the 2nd Line Assurance Terms of Reference Review and gain UCPB Approval.	Ian Wright / JP Marks	29/01/16	Cleared
UCPB180216/01	Provide Lessons Learned of the Hounslow Go-Live	Ian Wright / Janice Hartley	19/05/16	Cleared
UCPB230316/01	Date to be agreed for the UC Programme Board Chairman to attend a future Benefits Realisation Steering Group meeting	JP Marks	29/04/16	Cleared
UCPB210416/02	Below the Line paper on HMRC Debt to be produced for the June Programme Board	JP Marks	23/06/16	Cleared
UCPB210116/01	Provide a below the line paper to confirm Local Authority Delivery Plans.	Cath Hamp / [redacted]	21/07/16	Cleared
UCPB210416/01	Bring plan for Commercial activity with input from Cabinet Office and Treasury to a future Programme Board.	Carol Murray	29/07/16	Cleared – revised to UCPB210716/02
UCPB210716/03	Communicate decision on LA Temporary Accommodation Management Fee to LGA and LA Associations	Neil Ceuling	22/09/16	Cleared
UCPB210716/02	Produce a table showing the extent contracts have been let and are in prospect for the UC Programme and their value.	Claire Benham	20/10/16	Cleared
UCPB210716/01	Consider whether Programme Board should have a 4th priority outcome on delivery of AME savings.	Pete Searle	17/11/16	Cleared BTL paper Feb PB
UCPB230217/1	Paper on Benchmarks discussed at PDE in November to be issued as a below the line paper at the April Programme Board meeting	UC Secretariat	06/04/17	Cleared BTL05 for April PB
01- 060417	Provide a below the line paper on Contingency (including decisions taken and governance) to Programme Board.	Paul McKeown	22/06/17	Cleared BTL04 June PB

If you require a copy of the **PREVIOUSLY CLOSED** AP log please send your request to [redacted]