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UC Programme Board

UCPB220617 - 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 on figures supplied by End State team	[REDACTED]	29/05/14	Closed
UCPB240314/02	Share names with LA involved in emergency work with PR	Yvonne Gooden	29/05/14	Closed
UCPB240414/04	Programme Board to question the wording in the PAF recommendations around End State with MPA	Ann Harris	29/09/14	Closed
UCPB270214/02	Invite people readiness explicitly to expansion criteria and submit a hand summary of metrics as a typical PB	Janice Harley	29/09/14	Closed
UCPB280314/02	Provide relevant background to TUPD issues to HW	Ann Harris	24/04/14	Closed
UCPB280314/03	Provide assurance to Programme Board on the readiness for the 1st DDB test, including the scaling process in early stages with [REDACTED]	Kevin Cunningham	24/04/14	Closed
UCPB280314/04	Write to DWP clarifying the relief signature provision on Tax Credits/Child	Paul Russell	24/04/14	Closed
UCPB280314/05	Confirm that the scores reflect accurately the end state service plans	Kevin Cunningham	24/04/14	Closed
UCPB280314/01	Programme Secretariat to circulate minutes of PAF Programme Board following today's meeting	[REDACTED]	28 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 draft proposal for completion by HMV prior to next PB	Ann Harris	January 2014	Closed
UCPB010813/01	SC to produce the Terms of Reference for the Critical Parents Group	Sarah Cox	December 2013	Closed
UCPB000613/01	HS asked members to put forward any suggestions they might have for a person to chair the critical parents group	All	December 2013	Closed

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UCPB 220617/04	AM to continue to improve the deal board for the WMLPB, particularly around the reported financial information.	Ann Harris	January 2014	Closed
UCPB 27/11/08	AH to table on board all suggestions made by PR members including sections on risk and financials, for future development reports	Ann Harris	December 2013	Closed
UCPB 27/11/09	AM to consider colour coding the Programme Board to enhance shareholder information	[REDACTED]	February 2014	Closed
UCPB 28/01/07	CP to provide an update on Release 7 for the next Programme Board meeting	Sadie Ebbel	24/07/14	Cleared
UCPB 28/01/08	TCM to be updated to reflect the comments made by Programme Board members	Karen Gosden	26/07/14	Cleared
UCPB 28/01/04	KC to discuss demands of RUP computer systems with RW	Kevlin	28/07/14	Closed
UCPB 24/07/07	Circulate NAD WML Terms of Reference to all PR Members	Supplication	01/08/14	Closed
UCPB 24/07/08	Review an update of the Payment Assurances position from the Board to go ahead with further RW repayment, and to report on whether hard work details of selling that readiness exceeded new external offers.	US Secretary Steve Riley/ Ann Harris	29/08/14	Cleared
UCPB 24/07/05	Produce a formal letter to gain approval of the SOBC with HW	Ann Harris	30/08/14	Cleared
UCPB 24/07/06	Update the Stage Plan to include the following, for next month view, so have provide greater coverage of RW's activities	Ann Harris	30/08/14	Cleared
UCPB 28/01/03	AM to bring back an update on the stability of the offshore lending work to the October Programme Board, with a verbal update at the August Programme Board.	Ann Harris	29/08/14	Cleared
UCPB 28/01/07	Consult Cabinet Office colleagues and provide information to the IFA programme	Press Mail	29/08/14	Closed
UCPB 28/01/07	Mark James to provide IFA plan with milestones	Mark James	30/08/14	Closed
UCPB 28/01/03	Include the 8 key high level milestones/activities, from the official plan, in the Programme Board	Ann Harris	30/08/14	Cleared
UCPB 28/01/01	Payment Assurances to be incorporated into the Board	Ann Harris	28/08/14	Cleared
UCPB 28/01/03	Provide an update of the re-use position in September and timetable to support delivery	Ann Harris	28/08/14	Cleared
UCPB 28/01/03	Provide 2nd Line Assurance of the Digital Source to support the Stakeholder	Ann Harris	28/08/14	Cleared

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UCPB220714/04	Sort all delivery patterns appearing on the dashboard.	Ann Harris	30/09/14	Cleared
UCPB220714/07	Update the Strategic risks within the dashboard, where required. Draft Steering Regulations and Payments Error	Ann Harris	30/09/14	Cleared
UCPB220814/02	Review the Digital Service Milestones reporting strategy	JP Marks / Ann Harris	31/10/14	Cleared
UCPB220814/04	Insert the named accountable owners to the Critical path	JP Marks / Ann Harris	31/10/14	Cleared
UCPB220914/01	Provide the key delivery BVA milestones with named accountable owners	Matt James	31/10/14	Closed
UCPB220914/02	Schedule the Last Refresh Review on 15 Nov for PFI & UCLT	Sheridan	11/11/14	Closed
UCPB220914/05	Refresh the financial reports to reflect the agreed budget limits	JP Marks / Ann Harris	31/10/14	Cleared
UCPB220914/02	Provide the documented audit trail of Departmental approval of IDA	Ian Wright / Cath Hamp	31/10/14	Cleared
UCPB221014/01	Programme to discuss and confirm the NAO VFM audit trail/equipment	Ian Wright	14/11/14	Cleared
UCPB221014/02	Agree the reporting requirements of IT Highlighting essential ITIL Programme Board with PFI	Ian Wright	14/11/14	Cleared
UCPB221014/03	Insert the named accountable owners for the Programme Structure and Forecast movement section of the Dashboard	Ian Wright	14/11/14	Cleared
UCPB220814/02	Confirm proposals to reduce micromanagement checks and resources deployed.	Ian Wright	31/10/14	Cleared
UCPB220814/02	Provide the documented audit trail of Departmental approval of IDA	Ian Wright / Cath Hamp	31/10/14	Cleared
UCPB221014/01	Programme to discuss and confirm the NAO VFM definition statement	Ian Wright	14/11/14	Cleared
UCPB221014/02	Agree the reporting requirements of IT Highlighting essential ITIL Programme Board with PFI	Ian Wright	14/11/14	Cleared
UCPB221014/05	Insert the named accountable owners into the Programme Structure and Forecast movement section of the Dashboard	Ian Wright	14/11/14	Cleared
UCPB220814/02	Confirm proposals to reduce micromanagement checks and resources deployed.	Ian Wright	31/10/14	Cleared
UCPB221014/04	Confirm the TUBE & COSOP agreements in place	Ian Wright / Nick Lodge	14/11/14	Cleared
UCPB221014/04	Confirm the HMRC agreement in relation to PFI and premises for UIC	Ian Wright	18/12/14	Cleared

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UCPB20140201	Align the delivery partner responsibilities with the dashboard.	Jan Wright	18/02/14	Cleared
UCPB181214/1	Write to Local Authorities to arrange a meeting to discuss IT supplier costs.	Neil Couling	28/02/15	Cleared
UCPB181214/2	Provide a further 2nd Line Assurance Report to complement the further work commissioned for DS 15.	Neil Couling	29/02/16	Cleared
UCPB220115/03	Include key OBCs relevant information within the dashboard.	Jan Wright/ JP Marks	26/03/14	Cleared
UCPB181214/02	Provide a further 2nd Line Assurance reports complement the further work commissioned for DS 15.	Neil Couling	29/04/15	Cleared
UCPB181214/03	Confirm the position with Assurance control documents for inter-dependency system migration to the Digital Service.	Jan Wright/ Anthony Piddington	28/02/15	Cleared
UCPB181214/04	Confirm the Digital Service contingency plans and the plans for managing the utilisation.	Jan Wright/ Anthony Piddington	29/04/15	Cleared
UCPB181214/05	Confirm the financial forecasts, priorities and management arrangements for improve efficiency.	Jan Wright/ Anthony Piddington	28/02/15	Cleared
UCPB20115/01	Provide a separate error profile, with 0% target over time.	Jan Wright/ John Pickett	28/02/15	Cleared
UCPB20115/01	Ensure that arrangements identified are made to the terms of references for the Independent Review of Digital Service.	Jan Wright/ John Pickett	28/02/15	Cleared
UCPB181214/02	Provide a further 2nd Line Assurance reports to complement the further work commissioned for DS 15.	Neil Couling	27/04/15	Cleared
UCPB20115/01	Provide a payment error profile, with 0% target over time.	Jan Wright/ John Pickett	28/02/15	Cleared
UCPB20115/01	Present and report against the 'Building Delivery Output', as Key Performance Indicator, within the programme dashboard.	Jan Wright/ John Pickett	28/02/15	Cleared
UCPB20115/01	Confirm arrangements and delivery partners to address the contingency review point in May 2015 on the Service capabilities.	JP Marks	28/02/15	Cleared
UCPB181214/06	Provide a detailed listing of delivery partners and suppliers.	Neil Couling	28/02/15	Cleared
UCPB20115/01	Complete the UC Programme Operating Model.	Jan Wright	26/03/15	Cleared

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UCPB210515/02	Insert the commercial rights to the register. Develop initial policies and processes, test and are adequately operating, that underpin the programme, to procure and progress the development to required timescales to full European site delivery.	Jan Wright / [REDACTED]	23/05/15	Cleared
UCPB220515/05	Insert the Improve Efficiency risk to the register. Failure to deliver the full functionality of the Digital Service by Dec 18.	Jan Wright / Anthony Briggshaw	23/06/15	Cleared
UCPB210515/04	Insert the Digital Service Caseload, by type, to the Programme Dashboard.	Jan Wright	23/05/15	Cleared
UCPB220415/02	Review the Digital Service Labour / Resource position.	Jan Wright / Lara Sampson	21/05/16	Cleared
UCPB210515/02	Confirm IT licensing costs and the impact on budget.	Jan Wright / [REDACTED]	23/06/15	Cleared
UCPB210515/05	Undertake further mapping of the Digital Service expansion sites with Local Authorities (Inglis/Ward/49/18).	Jan Wright / Anthony Briggshaw	23/06/15	Cleared
UCPB220615/01	Insert Digital Service milestones that track the planned phases (P1/P2) into the milestone report.	Jan Wright / Anthony Briggshaw	23/07/15	Cleared
UCPB220615/03	Undertake a Health and Safety Risk Assessment for all staff located in Victoria Street premises.	Jan Wright / Debbie Alder	23/07/15	Cleared
UCPB220615/04	Provide the timetable to relocate the digital staff to suitable premises.	Jan Wright / Anthony Briggshaw	23/07/15	Cleared
UCPB220615/05	Provide monthly statistical assurance reports to highlight urgency, importance, associated risk and progress achieved and forecast with the dashboard.	Jan Wright / JP Marie	23/07/15	Cleared
UCPB220615/07	Develop readiness and exit criteria plan for Transition phases 1 & 2.	Jan Wright / JP Marie	21/01/15	Cleared
UCPB220615/08	Incorporate data sharing milestones to track progress of delivery capability.	Jan Wright / JP Marie	23/07/15	Cleared
UCPB220615/10	Confirm the Data Sharing Decision and how Milestone 10 will support Local Authorities.	Jan Wright / JP Marie	23/07/15	Cleared

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UCPB220614/03	Insert a Digital Service milestone to track delivery of the backlog.	Jan Wright / Anthony	23/07/18	Cleared
UCPB220615/03	Insert the digital service phases into the backlog delivery plan.	Jan Wright / Anthony	23/07/18	Cleared
UCPB220718/01	Submit proposed 'improve efficiency' initiatives as a follow the line paper.	Jan Wright / Anthony	17/08/18	Cleared
UCPB220718/02	Confirm the legal processes, including legal objections, to data sharing between DWP and Local Authorities.	Jan Wright / Cath Wynn / Simon Dawson	19/11/18	Cleared
UCPB170818/01	Assess the Digital Service 15 and MS plans for discussion at Cabinet meeting.	Michael Phillips	22/10/18	Cleared
UCPB170818/02	Insert a milestone with the Board to ensure operational readiness to commence the new Digital 15/18.	Jan Wright	22/10/18	Cleared
UCPB210819/07	Provide integrated plans of the Digital Service to the Central Payroll System.	Jan Wright / Anthony	23/07/19	Cleared
UCPB220519/05	Confirm the readiness criteria for transition.	Jan Wright / Anthony	28/05/19	Cleared
UCPB220519/02	Insert the Digital Service Goals deliverables into the dashboard.	Jan Wright / Myra Lloyd	12/11/19	Cleared
UCPB221015/01	Insert the digital activities into the milestone plan.	Jan Wright	19/11/19	Cleared
UCPB181119/01	Arrange panels review of the Programme Board Terms of Reference, to include officials of Northern Ireland.	Niall Collins / Secretary	19/12/19	Cleared
UCPB191119/02	Confirm the assessment of [redacted] as part of the selection for DSC Case Management.	Mike Brown / Jan Wynn	17/12/19	Cleared
UCPB201119/03	Confirm the readiness criteria specified for DSC readiness and how these will be used.	Jan Wright / Michael	17/12/19	Cleared

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UCPB210716/02	Calculate the 3 rd Line Assurance Terms of Reference Review and get UCB Approved.	Jan Wright JP Marks	25/07/16	Cleared
UCPB210216/01	Provide Lesegne Letter of the Hypothesis Go-Live	Jan Wright / Janice Mahley JP Marks	19/02/16	Created
UCPB230816/01	Date to be agreed for the UC Programme Board Chairman to attend a Future Benefits Realisation Steering Group meeting	JP Marks	20/04/16	Cleared
UCPB210416/02	Review the Line paper on Future Data to be produced for the Assurance Programme Board	JP Marks	23/05/16	Cleared
UCPB210116/01	Provide a copy of the paper to confirm Loss Assumption Delivery plans	Jan Wright / [REDACTED]	27/07/16	Cleared
UCPB210416/01	Develop plan for Commercial review with input from Finance and Treasury on a Future Programme Board	Jan Wright / [REDACTED]	28/07/16	Cleared - Revised to UCPB210716/02
UCPB210716/02	Communicate decision on LA Terms of Reference Assumptions Averageness Feb to LOA and LA Assurances	Jan Wright	22/09/16	Cleared
UCPB210716/02	Produce a table showing the board estimates have been agreed and in progress for the UC Programme and High Value	Clare Bonham	20/10/16	Cleared
UCPB210716/01	Consider whether Programme Board should have a 4th Assurances meeting or AME savings	Pete Seagar	17/11/16	Cleared BTL paper Reg PB
UCPB230217/1	Paper on Benchmarks discussed at PBP in November to be issued as a Review the Line paper at the April Programme Board meeting	UC Secretariat	08/04/17	Cleared BTL02 for April 18/17

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

