

MINUTES OF BFRS & CFRS ICT SHARED SERVICE GOVERNANCE BOARD MEETING HELD ON 26TH SEPTEMBER 2017 AT BEDS FRS

Present: Matthew Warren (MW) (Chair) Director of Resources (CFRS)
Zoe Evans (ZE) (Chair) ACO(HR & OD)(BFRS)
Amrik Dosanjh (AD) Head of ICT (ICTSS)
Mark Dix (MD) ICT Service Delivery Manager (ICTSS)
Su Stewart (SS)(Mins) Secretary CMT (BFRS)

Apologies: John Fagg CFRS

ACTION

170901 Apologies

As above

170902 Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting were agreed. The Action Log has been updated.

170903 ICTSS Work Plan

ICTSS has just returned from annual leave so there was no update. It was agreed that Sarah Newton will be invited to all future meetings in order to give this update SecCMT

170804 Recruitment Update

MD gave an update on the vacancies as follows:

- Interviews have taken place for the Senior Server Engineer, a candidate has been selected but he has not accepted yet
- A new Infrastructure Manager has been appointed and starts in November
- A new Apprentice has started

- HR to investigate whether Moynal can be transferred from CFRS to BFRS since he is working on the MDT Project. ICTSS
ICTSS to progress

170905 Comms Update

One general update has gone out since the last meeting.

170906 CPSN/Eastnet

This is progressing, and a VEAT went out two weeks ago.

170907 Business Case (ICT Structure)

The ICT Structure was discussed.

170908 Email Filtering Options Appraisal

AD confirmed that this is being built as a separate budget bid. ICTSS will also discuss this with Sarah newton.

170909 Unified Comms Update

An Options Paper has been written by AD and JF. Given that the only risk is that it will be difficult to unpick at a later stage, it was agreed that Option 1 should be pursued. ICTSS to produce an overview and circulate

ICTSS

170910 Schedule 4

BFRS have completed their Schedule 4. It was agreed that AD would share this with JF, who will produce one for CFRS. It was also agreed to extend for five years. MW and ZE to check whether this needs to be signed under seal.

ZE/MW

170911 Date of Next Meeting

30th October 2017

ACTION LOG
BFRS & CFRS ICT SHARED SERVICE GOVERNANCE BOARD
(LAST UPDATED 26TH SEPTEMBER 2017)

| No. | <u>Agenda Item</u> | <u>Action</u> | <u>Action</u> | |
|------------|--------------------------------|---|----------------------|----------|
| 12 | 170803 ICTSS Work Plan | MD to provide more information in the form of a paper regarding disaster recovery to be circulated to the Governance Board. | MD | Next Mtg |
| 13 | | SN stated that some projects have been on hold for some time. It was agreed that these projects will be prioritised outside the meeting by JF and AD, and some can be packaged. An updated list to be circulated at the next meeting. | JF,AD | Next Mtg |
| 16 | 170903 ICTSS Work Plan | ICTSS has just returned from annual leave so there was no update. It was agreed that Sarah Newton will be invited to all future meetings in order to give this update | SecCMT | Next Mtg |
| 17 | 170909 Unified Comms Update | An Options Paper has been written by AD and JF. Given that the only risk is that it will be difficult to unpick at a later stage, it was agreed that Option 1 should be pursued. ICTSS to produce an overview and circulate | ICTSS | Next Mtg |
| 18 | 170910 Schedule 4 | BFRS have completed their Schedule 4. It was agreed that AD would share this with JF, who will produce one for CFRS. It was also agreed to extend for five years. MW and ZE to check whether this needs to be signed under seal. | MW/ZE | Next Mtg |