



Programme Board – Minutes 31			
Date: 22 November 2005		Time: 14.00 - 16.00	Location: MR350, CEO
Attendees (Ref)	Role/Organisation	Attendees (Ref)	Role/Organisation
David Park (DP)	SRO	Mark Jorgensen (MJ)	Senior User
Diane Leggo (DL)	Programme Director	Hugh Grover	ODPM
Tim Eden (TE)	Business Change Manager	David Slattery (DS)	HMRC
Mary Morrison-Paton	Communications	Sarah Cowdrey (SC)	PPSO
Mike Acott (MA)	Capgemini Programme Manager		
Apologies (Ref)	Role/Organisation	Apologies (Ref)	Role/Organisation
Andrew Allberry (AA)	ODPM		
Brian McCormick (BMc)	IT		
Neil Chapman (NC)	Internal Audit Office		
Circulation: Attendees/Apologies (by email)			

1.	Minutes and actions from last meeting
1.1	The minutes from the previous meeting were accepted as an accurate record. All outstanding actions have been cleared.
2.	Programme progress
	<p>DL gave an overview of Programme progress.</p> <p>Data required by the Lyons Inquiry was successfully delivered on 30th October and contained over 6 million value estimates, the largest single output from an AVM in the world.</p> <p>All the projects that made up the CTR Programme have been closed. End of project, lessons learned and follow on actions reports have all been completed for each of the projects. These documents have been shared with the members of the various project boards. Final project boards are being held, with the last scheduled for 6th December.</p> <p>Any follow on actions and future work will be taken forward by the newly formed Data/AVM project which has been set up following Ministerial approval to continue maintaining our database and the AVM.</p> <p>On this basis, DL recommended the formal closure of the CTR Programme.</p>
3	ODPM Update
	<p>ODPM will be holding their Programme Closure meeting on 6th December and will use the VOA programme closure documentation as the basis for this.</p> <p>HG has been tasked with developing the ODPM strategy towards future revaluations. (This item has been redacted as it remains an ongoing policy issue)</p>



	<p>The Council Tax (New Valuation Lists for England) Bill has completed the committee stage and received its second reading before Parliament. ODPM are awaiting confirmation of the date for the final reading, which it is hoped will be before Christmas. ODPM have, and will continue to stress to Ministers, that it is imperative that this Bill receives Royal Assent before July 2006.</p>
4	IT Update
	<p>The final phase of Project 1.5 (enhancements to Project 1) was released on 11th November 2005.</p> <p>Capgemini are in discussions with HMRC to resolve some commercial issues which includes payment to CLT.</p> <p>Action Point : DL to confirm with Mike Brankin (Data/AVM Project Manager) that the CLT success fee is to be paid.</p> <p>Useful workshop held between Capgemini and the VOA as part of the closure of the IT project. A number of lessons learned were identified, balanced between what did or did not work. The top issue is around the need to develop a clone environment to enable future IT to be undertaken on a system more representative of the live environment.</p> <p>A meeting has already been held with Mike Brankin (Data/AVM Project Manager) to discuss possible enhancements to the AVM, particularly, the ability to undertake continuous calibration.</p> <p>A discussion took place about Programme Governance for the management of future IT development if it did not sit within an HMRC registered Programme.</p> <p>Action Point – DP & DL to arrange meeting with DS (HMRC) to discuss Programme Governance once the new VOA Programme is outlined.</p>
5	Communications Update
	<p>Communications focus has been on responding to the current extensive press coverage. Concern now within the VOA about the impact some of the reports have had on staff who are becoming increasingly worried about their safety when carrying out inspections.</p> <p>Both Andrew Hudson and Phil Woolas have sent rebuttal letters to the various editors.</p> <p>A meeting is arranged between VOA & ODPM to discuss the adoption of a more proactive, robust approach to the handling of future press enquiries. MM•P (Communications) believes that the 'counciltaxinfo' website is a key part to this and is keen to see development work on this recommence.</p> <p>Action Point – HG & ODPM to consider setting up a briefing session with Caroline Spelman MP, ODPM and the VOA. relates to an ongoing policy issue)</p>
6	OGC Action Plans
	<p>The majority of these actions can be closed following the CTR Postponement.</p> <p>Action Point – (PPSO) to update document and circulate to Programme Board Members</p>
7	Project Closure Documentation
	<p>The Programme Closure documentation (PRMP-12, PRMP-37 and PRMP-38) was reviewed by the Board.</p> <p>A number of suggestions for areas that should be included or expanded within the lessons learned report were noted. PPSO will also arrange for a name to be assigned alongside the nominated team to take forward follow on actions. A process for ensuring that those requiring action outside of the Data/AVM project will be formalised by DL and PPSO.</p> <p>Action Point – SC (PPSO) to circulate update closure documentation to Programme Board members by 30th November 2005.</p>



	<p>Once these amendments have been circulated, the documents will be formally signed off. DP will arrange for these to be presented to the December meeting of the VOA Management Board.</p> <p>Action Point – DL & SC (PPSO) to agree process for ensuring follow actions requiring action by other teams/projects are registered and progress monitored.</p>
8	AOB
	<p>MJ questioned what action should be taken by Groups on consequentials identified following data enhancement. Concern was expressed about the possible knock on implications for billing authorities and adverse press coverage this could generate in the current climate. Action Point – TE to establish potential numbers involved with GVOs.</p> <p>Action will then be agreed with ODPM and Ministers. [This item has been redacted, as it remains an ongoing policy issue]</p>
9	Formal Closure of the CTR Programme Board
	<p>DP expressed his thanks to all members of the Programme Board for their contributions, not just at these meetings, but across all elements of the Programme. He said whilst it was disappointing from a purely operational perspective not to have been able to complete the programme, the achievements made to date, particularly the development of the AVM should not be overlooked.</p>