

Minutes of the Census & Data Collection Transformation Change Control Board (CCB)

Wednesday 04 November 2020

15:00 – 16:00

Microsoft Teams Conference Call

| Attendees | | Phone | Apologies | |
|------------------------------|-------------------|-----------------------|----------------------|-----------------------|
| Caroline Rogers (CR) (Chair) | Lucy Green (LG) | ██████████ – NISRA | Maz Dennis (MD) | Stewart McBride (SMc) |
| Nicola Tyson-Payne (NTP) | Emma Restall (ER) | | Andy Teague (AT) | Jason Zawadzki (JZ) |
| Kate Davies (KD) | ██████████ | | Julia Foggo (JF) | Lynne Knight (LK) |
| ██████████ | Dean Wilcox (DW) | | Charlotte Hirst (CH) | Martin Parry (MP) |
| ██████████ | Jennie Dyer (JD) | | Aileen Goodman (AG) | Lara Phelan (LP) |
| ██████████ | ██████████ | | Matt Fido (MF) | Mark Martin (MMn) |
| ██████████ | Helen Green (HG) | | Viv Hamilton (VH) | ██████████ |
| Carolyn Watson (CW) | ██████████ | | Sarah Jones (SJ) | Larry Bartleet (LB) |
| ██████████ | ██████████ | | Stewart McBride (Mc) | ██████████ |
| ██████████ | ██████████ | | ██████████ | Emma Hughes (EH) |
| Ed Dunn (ED) | ██████████ | | Jennet Woolford (JW) | Jane Forrester (JF) |
| Darren McCarthy (DM) | Chris Deane (CD) | | Lisa Moore (LM) | Mark Muller (MMr) |

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|---|---|--|--|---|--|---|--|
| 1 | Minutes from 28 October 2020 (CR) - CCB Minutes 28.10.2020 - The minutes were approved. | | | | | | |
| 2 | Update on Contingency Budget (SP) SP provided an update on the contingency budget. | | | | | | |
| 3 | Requests for Change | | | | | | |
| | Review of DEFERRED RFCs (CR) | | | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">RFC0871 - Testing and Quality Assurance Testing extra resource for non-Census work</td> <td>04.11.2020 - DEFERRED – Awaiting update from RFC owner</td> </tr> <tr> <td>RFC0893 Change to Helpdesk opening hours - extension for Non-Compliance</td> <td>04.11.2020 – APPROVED – HR/Recruitment related. No cost.</td> </tr> <tr> <td>RFC0894 Change to Non-compliance operational process - CFFPS delegated contingency budget request</td> <td>04.11.2020- APPROVED – Further Non-Compliance changes as NC officers / assistants need to go to Granby now. Another RFC to be raised. Cost of £15,725.50 ex VAT to come from CFFPS delegated contingency.</td> </tr> </table> | RFC0871 - Testing and Quality Assurance Testing extra resource for non-Census work | 04.11.2020 - DEFERRED – Awaiting update from RFC owner | RFC0893 Change to Helpdesk opening hours - extension for Non-Compliance | 04.11.2020 – APPROVED – HR/Recruitment related. No cost. | RFC0894 Change to Non-compliance operational process - CFFPS delegated contingency budget request | 04.11.2020- APPROVED – Further Non-Compliance changes as NC officers / assistants need to go to Granby now. Another RFC to be raised. Cost of £15,725.50 ex VAT to come from CFFPS delegated contingency. |
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| | Change Requests – Review of New RFCs (CR) | | | | | | |
| | The board APPROVED the following RFCs: | | | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">RFC0901 Change to Level 1 milestones within Data Collection</td> <td>04.11.2020 – APPROVED – No cost. ER asked LG to link with Kevin regarding transition dates.</td> </tr> <tr> <td>RFC0907 Additional CFO (CFS and RMT) resource required</td> <td>04.11.2020 – APPROVED – Covid related – Funding of £21,020.60 for additional resource in 2021/2022. To come from Central Contingency.</td> </tr> </table> | RFC0901 Change to Level 1 milestones within Data Collection | 04.11.2020 – APPROVED – No cost. ER asked LG to link with Kevin regarding transition dates. | RFC0907 Additional CFO (CFS and RMT) resource required | 04.11.2020 – APPROVED – Covid related – Funding of £21,020.60 for additional resource in 2021/2022. To come from Central Contingency. | | |
| RFC0901 Change to Level 1 milestones within Data Collection | 04.11.2020 – APPROVED – No cost. ER asked LG to link with Kevin regarding transition dates. | | | | | | |
| RFC0907 Additional CFO (CFS and RMT) resource required | 04.11.2020 – APPROVED – Covid related – Funding of £21,020.60 for additional resource in 2021/2022. To come from Central Contingency. | | | | | | |
| | RFCs DEFERRED by the Board: | | | | | | |
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| RFC0906 Request to add a product to the baselined Fulfilment Product Matrix | 04.11.2020 – DEFERRED – No representation at Board. To be followed up out of committee. | | | | | | |
| RFC0911 Changes to 2021 Wave of Contact - Household and Communal Establishment | 04.11.2020 – DEFERRED – Additional information required as a result of comments on Impact Assessments. | | | | | | |

RFCs APPROVED IN PRINCIPLE by the board: No RFCs were Approved in Principle by the Board

RFCs ESCALATED by the Board:

| | |
|---|---|
| RFC0903 Changes to Population & Migration Statistics Transformation (PMST) Project L0 & L1 milestones | 04.11.2020 – ESCALATED - Subject to Programme Board and PIC approval. PIC aware of RFC. Approved in Principle by the Change Board. |
| RFC0908 New L0 milestone for 2023 National Statistician Recommendation Project | 04.11.2020 – ESCALATED - Subject to Programme Board and PIC approval. PIC aware of RFC. Approved in Principle by the Change Board. |

RFCs REJECTED by the board: No RFCs were rejected by the Board.

RFCs WITHDRAWN by the Board: No RFCs were withdrawn by the Board.

RFC's Approved Out of Committee (CR)

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|--|---|
| RFC0900 Additional Weekend Hours - CFFPS delegated contingency budget request | 03.11.2020 – APPROVED by Caroline Rogers 'Out of Committee'. £1,962 ex VAT - from CFFPS delegated contingency. |
| RFC0904 CFOD - Storage and issue of devices by XMA | 03.11.2020 – APPROVED by Caroline Rogers 'Out of Committee'. No Costs |
| RFC0905 Change to the design of the Non-Compliance process for Warning Letters 1 and 2 | 03.11.2020 – APPROVED by Caroline Rogers 'Out of Committee'. No Cost |
| RFC0909 Change of paper weight specification for Census Letters from 100gsm to 90gsm | 03.11.2020 – APPROVED by Caroline Rogers 'Out of Committee'. Approx. 15k saving |
| RFC0910 Removal of Level 1 Engagement Milestone | 03.11.2020 – APPROVED by Caroline Rogers 'Out of Committee'. No Cost. |

RFC's Approved in principle Out of Committee (CR): No RFCs were approved in principle out of Committee.

4 RFC Schedule

| Date | Business Area | Lead | Expected Change | Timeframe |
|------------|---------------------------------------|----------------------------|---|---------------|
| 11.05.2020 | Census Statistical Design and Outputs | Cal Ghee | Incorporation of the report on role of admin data in 2021 Census into the Statistical Design for 2021 | November 2020 |
| 14.07.2020 | Materials | Angeliki Zafeiropoulou | Reminder letters and how they report | November 2020 |
| 28.07.2020 | Household | Lucy Green | Non-Compliance | November 2020 |
| 07/10/2020 | SSAF | Kirsty Crocker | Milestone Changes | November 2020 |
| 28/10/2020 | Data Processing | Jen Farnall, Joanna Taylor | Census Nonresponse Linkage Study RFC will need to cover the matching team (approx. 10 agency staff), ONS personnel to oversee/manage the work ands th DST/Kainos development costs. | November 2020 |
| 28/10/2020 | Data Processing | | Clerical Matching accommodation – DAO/Processing are talking to facilities about accommodation for the 60-70 temporary staff plus ONS management and any measures that will need to be in place to make the working environment Covid safe. | November 2020 |
| 28/10/2020 | Data Processing | TBC | Processing system performance – Methodology and DST are looking at ways of reducing the run times associated with some of the statistical processing using SAS | November 2020 |
| 28/10/2020 | Data Processing | TBC | Processing systems support – additional funding may be required to cover the costs of enhanced support on specific aspects of the processing system during operational periods. | November 2020 |

5 AOB (CR)

There was no other business discussed.

Date of next meeting: 11 November 2020