

Minutes of the Census & Data Collection Transformation Change Control Board (CCB)
Weds 10 June 2020
15:00 – 16:00
Skype Conference Call

Attendees – Skype		Phone	Apologies
Nicola Tyson-Payne (NTP)	Helen Kennedy (HK)	██████████ – NISRA (████)	Lisa Moore (LM)
Caroline Rogers (CR)	Kate Williamson (KW)	██████████ – NISRA (████)	Maz Dennis (MD)
Darren Jaundrill (DJ)	Jennie Dyer (JD)	██████████ NISRA (████)	Matt Fido (MF)
██████████	Steve Price (SP)		Viv Hamilton (VH)
██████████	Aileen Goodman (AG)		Caroline StJohn-Colgan (CSJC)
Kate Davies (KD)	██████████		Jason Zawadzki (JZ)
Mark Martin (MM)	██████████)		Darren McCarthy (DM)
Chris Deane (CD)	██████████		Michele Pepperell (MP)
██████████	██████████		Carolyn Watson (CW)
Helen Green (HG)	██████████		Jane Forrester (JF)
Julia Foggo (JF)			██████████ – NISRA (████)
██████████			Vikki Green (VG)
██████████			Emma Restall (ER)
Maggie Morgan (MMo)			Dean Wilcox (DW)
Sarah Jones (SJ)			Lara Phelan (LP)
Jennet Woolford (JW)			██████████
			Ed Dunn (ED)
			Lynne Knight (LK)

1	<p>Minutes from 27 May 2020 (CR)</p> <p>The minutes were approved - CCB Minutes 27.05.2020</p>										
2	<p>Update on Contingency Budget (SB)</p> <ul style="list-style-type: none"> SB provided an update on the contingency budget introducing a new slide format for the Board. Further work is required to show how much funding remains in each Cost Centre 										
3	<p>Requests for Change</p> <p>Review of DEFERRED RFCs (CR) - There were no deferred RFC's to review.</p> <p>Change Requests – Review of New RFCs (CR)</p> <p>The board APPROVED the following RFCs:</p> <table border="1" style="width: 100%;"> <tr> <td>RFC0740 Change of date to PCAM032 (Census launch PR plan finalised)</td> <td>10/06/2020 – APPROVED – No further slippage will be approved.</td> </tr> <tr> <td>RFC0742 Use of Census Infrastructure for Covid-19 Infection Survey.</td> <td>10/06/2020 – APPROVED WITHIN AOB</td> </tr> <tr> <td>RFC0743 Changes to 2021 Wave of Contacts - Household and Communal Establishment.</td> <td>10/06/2020 – APPROVED – Further updates expected to the Wave of Contact.</td> </tr> <tr> <td>RFC0744 Changes to Printed Products in Print and Post Contract</td> <td>10/06/2020 – APPROVED – Mop up RFC. Saving of £51k, however further RFCs will draw on this 'saving'.</td> </tr> <tr> <td>RFC0747 Changes to CE/SPG Wave of Contact content printed materials</td> <td>10/06/2020 – APPROVED – Reduction in printed products and volumes.</td> </tr> </table>	RFC0740 Change of date to PCAM032 (Census launch PR plan finalised)	10/06/2020 – APPROVED – No further slippage will be approved.	RFC0742 Use of Census Infrastructure for Covid-19 Infection Survey.	10/06/2020 – APPROVED WITHIN AOB	RFC0743 Changes to 2021 Wave of Contacts - Household and Communal Establishment.	10/06/2020 – APPROVED – Further updates expected to the Wave of Contact.	RFC0744 Changes to Printed Products in Print and Post Contract	10/06/2020 – APPROVED – Mop up RFC. Saving of £51k, however further RFCs will draw on this 'saving'.	RFC0747 Changes to CE/SPG Wave of Contact content printed materials	10/06/2020 – APPROVED – Reduction in printed products and volumes.
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RFC0748 Interim resource to drive Accessible Census deliverables	10/06/2020 – APPROVED – Funding to come from CT81.
RFC0749 NISRA Changes to Census Materials	10/06/2020 - APPROVED – Cost of £500. Fulfillment Product Matrix to be updated.
RFC0750 Electronic Logistic Hub (ELH) Load test requirement	10/06/2020 - APPROVED – Additional load testing required.
RFC0751 Reconciliation of Contact Centre (Serco) Contract following 2019 Rehearsal	10/06/2020 – APPROVED – Negotiations taken place. No IAs completed as no impact on other areas. Funding to come from the delegated contingency.

Note:- SB requested some RFCs should be deferred and grouped together. The Board disagreed as no more work was needed on them to warrant the delay. The Board agreed that each RFC will be treated as a separate entity and not grouped together. The team responsible for the Print and Post Out contract will manage and monitor fluctuations in cost within the overall budget and if necessary will use delegated contingency before calling on the programme contingency budget.

RFCs DEFERRED by the Board: No RFC's were deferred by the Board.

RFCs the Board APPROVED IN PRINCIPLE:

RFC0741 Additional Mailing House to be used by the Print and Post supplier HH Global	10/06/2020 – APPROVED IN PRINCIPLE - subject to DST confirmation.
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RFCs ESCALATED by the Board: No RFC's were escalated by the Board.

RFCs the Board REJECTED: No RFC's were rejected by the board.

RFCs WITHDRAWN by the Board: No RFC's were withdrawn by the Board.

4 Future RFC Schedule

Date	Business Area	Lead	Expected Change	Timeframe
24.04.2020	Engagement	Jane Blake	Audio Files	June 2020
24.04.2020	Communal Establishments	Mike Harding	New Level 1 milestone	August 2020
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	June 2020
11.05.2020	Question, Questionnaire Design	Helena Rosiecka	Routing Change for student and term time address questions	June 2020
11.05.2020	Campaign	Dan Finch	Wet proofs supplied by suppliers of selected artwork	June 2020

5 AOB (CR)
 RFC0742 was discussed and approved as an addition to the Agenda at DJ's request.
Date of next meeting: 24 June 2020