

Minutes of the Census & Data Collection Transformation Change Control Board (CCB)
Wednesday 18 March 2020
16:00 – 17:00
Skype Conference Call

Attendees – Skype			Apologies
Caroline Rogers (CR) Chair	Kate Davies (KD)	Dan Finch (DF)	Lisa Moore (LM)
Nicola Tyson-Payne (NTP)	Darren McCarthy (DM)	Jason Marsh (JM)	Lynne Knight (LK)
██████████	Mark Martin (MM)	Caroline StJohn-Colgan (CSC)	Shaun Garvey (SB)
Sarah Jones (SJ)	Rhian Palmer (RP)	██████████	Lara Phelan (LP)
Viv Hamilton (VH)	██████████	Huw Jones (HJ)	Jane Forrester (JF)
Emma Restall (ER)	Ed Dunn (ED)	██████████	Sarah Tayler (ST)
██████████	██████████	Mike James (MJ)	Jo Parry (JP)
Nicky Ford (NF)	██████████	Orlaith Fraser (OF)	Rich Pereira (Rich P)
Jason Zawadzki (JZ)	██████████	Dean Wilcox (DM)	
Kerry Gadsdon (KG)	Orlaith Fraser (OF)	██████████	
Jennet Woolford (JW)	Jennie Dyer (JD)		
██████████	Lynsey Brown (LB)		

1	<p>Minutes from 03 March 2020 were approved – CCB Minutes 03.03.2020</p> <p>Actions : CCB Action Log</p> <p>CR informed the Board that actions will no longer be minuted. Instead, it will be the responsibility of the RFC Owners to note any actions and ensure they are completed in order to get a decision on their RFC.</p>			
2	<p>Update on Contingency Budget (DM)</p> <ul style="list-style-type: none"> • There is £3m of contingency left in 19/20 which will unlikely be used and has been removed from the forecast. • Contingency for 20/21 is £24.8m plus £3m carried forward from Treasury and £5.5m from NISRA. Pipeline RFCs will reduce this to £16.4m. This does not include 2 large RFCs which, if approved, will reduce the 20/21 contingency to £3.5m. • Contingency funds have already been allocated to Henrie Brown and Matt Fido. • Further work is required on the presentation of the slides. 			
3	<p>Change Requests</p>			
	<p>Review of DEFERRED RFCs (CR)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"> <p><u>RFC667</u> - Additional Resource 2 additional staff (contingent) Campaigns team</p> </td> <td style="width: 40%;"> <p>18.03.2020 - APPROVED IN PRINCIPLE – Discussed at SLT previously.</p> </td> </tr> </table>		<p><u>RFC667</u> - Additional Resource 2 additional staff (contingent) Campaigns team</p>	<p>18.03.2020 - APPROVED IN PRINCIPLE – Discussed at SLT previously.</p>
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	RFC0677 - Request for funding - Methodology resource.	18.03.2020 - DEFERRED - to be discussed at MDR Review meeting on 19.03.2020
	RFC0679 - Prysog - Change to costings	18.03.2020 – APPROVED – Previously approved at the Monthly Finance Meeting
	RFC0680 - Census dissemination Digital Publishing work	18.03.2020 - DEFERRED – Previously discussed with NTP, ██████████ and Callum Foster. Further discussions required.
<p>Change Requests – Review of New RFCs (CR)</p> <p>The board APPROVED the following RFCs:</p>		
	RFC0681 - Funding for a Census Analysis Team in PPA	18.03.2020 - APPROVED - Funding has been approved for the next Financial Year only. Further discussions need to take place regarding funding and staff recruitment.
	RFC0682 - Add CCS Paper Data Capture to the QM contract	18.03.2020 – APPROVED - Funding has already been set aside for this RFC. DST to note this should be high on list of prioritisation.
	RFC0683 - Funding for Demographic Topic Team & Quality Assurance of Census Data, Population Statistics Division	18.03.2020 - APPROVED - Funding has been approved for the next Financial Year only. Further discussions need to take place.
	RFC0687 - NISRA Census Data Processing	18.03.2020 – APPROVED – An invoice needs to be raised for this Financial Year.
	RFC0688 - Clarification of timings of elements of statistical design for collection operation for 2021 Census	18.03.2020 - APPROVED
	RFC0689 - CDCTP Programme Plan - re-baseline after 2019 Census Rehearsal and implementation of Delivery Model for Census	18.03.2020 - APPROVED
	RFC0691 - Changes to 2021 Wave of Contacts - Household and Communal Establishment	18.03.2020 – APPROVED – This is to baseline the Wave of Contact. Further RFCs will be raised as a result.
	RFC0692 - BA support for Business Architecture & Requirements Team	18.03.2020 – APPROVED – Deloitte BA resource required to support new BA's this financial year.
	RFC0693 - CFFPSP document deliverable alignment and payment schedule reprofile	18.03.2020 – APPROVED – Reprofile final payments according to delivery dates.

RFCs DEFERRED by the Board:

RFC0684 - Front Page to 2021 Census Coverage Survey Questionnaire Changes	18.03.2020 - DEFERRED - There was no representation for this RFC at the Board. RFC needs to be updated further as it DOES have contractual implications.
RFC685 - Funding Request - Data Architecture Resource	18.03.2020 - DEFERRED - Added to MDR review for further discussion 19/03
RFC0690 - Funding for ONS resource for Census & Longitudinal Study Linkage, Population Statistics Division	18.03.2020 – DEFERRED – Further discussions to take place regarding resources, costs and to ensure there is no duplication.

RFCs the board APPROVED IN PRINCIPLE:

RFC0686 - DWP RAPID Funding	18.03.2020 - APPROVED IN PRINCIPLE
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All RFCs approved in principle at this board will be taken to the Monthly Finance Meeting on 7th April 2020

RFCs the board REJECTED: No RFCs were rejected.

RFCs WITHDRAWN BY THE BOARD: No RFCs were Withdrawn by the Board.

4 Future RFC Schedule

Date	Business Area	Lead	Expected Change	Potential cost	Timeframe
24/07/2019	BSTD	██████ ██████	Level 0 and 1 milestone for the Moving Surveys Online Project		04/2021

5 AOB (CR)

- There was no other business discussed.

Date of next meeting: 01 April 2020