

**Minutes of the Census & Data Collection Transformation Change Control Board (CCB)**  
**Tuesday 18 August 2020**  
**10:00 – 11:00**  
**Skype Conference Call**

Attendees – Skype		Phone	Apologies
Caroline Rogers (CR) (Chair)		- NISRA	Emma Restall (ER)
Darren Jaundrill (DJ)			Darren McCarthy (DM)
Nicola Tyson-Payne (NTP)	Helena Rosiecka (HR)		Jason Zawadzki (JZ)
			Maz Dennis (MD)
			Jane Forrester (JF)
	Caroline StJohn-Colgan (CSJC)		Jennet Woolford (JW)
	Emma Hughes (EH)		Kate Davies (KD)
Helen Green (HG)			Vikki Green (VG)
Dean Wilcox (DW)			Lisa Moore (LM)
			Jennie Dyer (JD)
Carolyn Watson (CW)			Lara Phelan (LP)
			Lynne Knight (LK)
Fiona Emery (FE)			Lucy Green (LG)
Sarah Jones (SJ)			Viv Hamilton (VH)
			Chris Deane (CD)
Ed Dunn (ED)			Julia Foggo (JF)
			Matt Fido (MF)
			- NISRA
Jon Wroth-Smith (JW)			Mark Martin (MMn)
Orlaith Fraser (OF)			Jane Blake (JB)

1	<b>Minutes from 05 August 2020 (CR)</b> - The minutes were approved <a href="#">CCB_Minutes_05.08.2020</a>				
2	<b>Update on Contingency Budget (SP)</b> <ul style="list-style-type: none"> <li>SP provided an update on the contingency budget.</li> </ul>				
3	<b>Requests for Change</b>				
	<b>Review of DEFERRED RFCs (CR)</b> – There were no deferred RFC's to review.				
	<p><b>Change Requests – Review of New RFCs (CR)</b></p> <p><b>Change to Board format</b> – CR will now authorise RFCs within her tolerance levels outside of this Board. Decisions will be based on the Impact Assessments received. This will save RFC owners from attending the Board unnecessarily and allow smarter decision making for the business areas. These will be noted in the minutes and will not be discussed at the Board unless any objections have been noted. This will allow more time to discuss complex RFCs. SJ requested that the titles of RFCs that have been approved prior to the Board would be helpful.</p> <p><b>The board APPROVED the following RFCs:</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><a href="#">RFC0809</a> - Address Frame delivery dates</td> <td><b>18.08.2020 – APPROVED</b> - Rrepresentative test file was due 14.08.2020 – now required by 19.08.2020 at latest to meet contractual deadlines.</td> </tr> <tr> <td><a href="#">RFC0813</a> - Civil Service Nationality Rules - request for delegated contingency budget</td> <td><b>18.08.2020 – APPROVED</b> – Funding will come from delegated contingency.</td> </tr> </table>	<a href="#">RFC0809</a> - Address Frame delivery dates	<b>18.08.2020 – APPROVED</b> - Rrepresentative test file was due 14.08.2020 – now required by 19.08.2020 at latest to meet contractual deadlines.	<a href="#">RFC0813</a> - Civil Service Nationality Rules - request for delegated contingency budget	<b>18.08.2020 – APPROVED</b> – Funding will come from delegated contingency.
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<a href="#">RFC0816</a> - Change to level 1 milestone PDCS 183: Provide unaddressed data file (QID) from RM to QM (CCS - E&W)	<b>18.08.2020 – APPROVED</b>
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**RFCs DEFERRED by the Board:**

<a href="#">RFC0803</a> - Address Frame Delta for Census 2021	<b>18.08.2020 – DEFERRED</b> – Clarification on costs required.
<a href="#">RFC0817</a> - Change to engagement product volumes	<b>18.08.2020 – DEFERRED</b> - at Neil Townsend's request to make additional changes.
<a href="#">RFC0818</a> – V &Ts Job Title changes and Level 1 Milestone Updates	<b>18.08.2020 – DEFERRED</b> - at Dean Wilcox request to make additional changes. RFC does relate to volumetrics but removes the word 'mobile' from job descriptions.

**RFC's Approved Out of Committee**

<a href="#">RFC0806</a> - QM changes to field questionnaire volumes and product storage	<b>10.08.2020 APPROVED</b> – RFC was approved Out of Committee on the 10 August 2020 by ██████████
<a href="#">RFC0808</a> - Large print Household forms to contain space for 2 visitors (rather than 3)	<b>18.08.2020 – APPROVED</b> – RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0810</a> - Non-compliance Warning Letter 2 - change of printer and also volume changes to Interview forms	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0812</a> - Changes to Welsh leaflets for the paper questionnaire packs	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0814</a> - Changes to Campaign Project Level 1 milestones	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0815</a> - Changes to CE/SPG Address Classifications for 2021 Census (retrospective)	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0819</a> - Virtual Hiring Solution	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0820</a> - Amending the total contract value of the Census Campaign Agency Contract	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0821</a> - Provision of service for Census Field Staff - Employee Assistance Programme and Occupational Health	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0822</a> - Changes to the Baseline Fulfilment Product Matrix (Census Products)	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.
<a href="#">RFC0823</a> - Changes to 2021 Waves of Contact - Household and Communal Establishment	<b>18.08.2020 – APPROVED</b> - RFC approved Out of Committee by Caroline Rogers prior to Board.

**RFCs the Board APPROVED IN PRINCIPLE:**

<a href="#">RFC0811</a> - Changes to Level 1 milestones in the Engagement project	<b>18.08.2020 APPROVED IN PRINCIPLE</b> - subject to date changes on PENG029 being agreed with DST
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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
11.05.2020	Census Statistical Design and Output	Cal Ghee	Incorporation of the report on role of admin data in 2021 Census into the Statistical Design for 2021	August 2020
18.06.2020	Data Acquisition & Operations	[REDACTED]	Funding for Matching	September 2020
14.07.2020	Materials	Angeliki Zafeiropoulou	Reminder letters and how they report	August 2020
28.07.2020	Household	Lucy Green	Non-Compliance	August 2020
28.07.2020	Household	Lucy Green	Materials	August 2020
28.07.2020	Operations	[REDACTED]	Milestone Changes	August 2020
04.08.2020	Data Processing	Carolyn Watson	Staffing for Processing Deliveries	August 2020
11.08.2020	FWMT	Matt Fido	FWMT Sandpit	TBC
11.08.2020	Data Processing	Carolyn Watson	Resources	TBC

**5 AOB (CR)**

- **DST Change Chill** – CR informed the Board that changes requiring DST development will no longer be accepted by DST. Changes to existing developments/requirements already scheduled will take place. These will go through TISS. RFCs that do NOT require DST involvement should continue to be raised in the normal way.
- **Weekly meetings from 2 September** – CR mentioned the Integrated Change Board will become weekly from 2 September 2020.

**Date of next meeting:** 02 September 2020