

Citizen Information Project Board

Date	24 th June 2005
Time	2.00 pm - 4.30 pm
Location	ONS, Drummond Gate, London, SW1V 2QQ
Chair	Dennis Roberts

Note of Meeting

A list of those attending the meeting is appended.

Item 1 - Matters arising from Project Board of 20th May 2005

Action points:

Discussion on options for future ownership.	<i>Complete. Section 4 of draft final report</i>
CIP team to feedback information from data trial to IDC.	<i>Complete. Meeting held on 16th June</i>
CIP to refine data sharing matrix.	<i>Complete. See table on page 8 of draft final report</i>
CIP team to continue to gain sign-up to the proposals.	<i>Complete. See page 4 of draft final report</i>

Item 2 – Progress since the May Project Board

Paul Allin updated the Board on CIP activity undertaken since the May meeting, which was mainly focussed on completing and circulating the draft final report and annexes for discussion at this meeting. The CIP team had given presentations to departments and agencies that supplied data for the data analysis and matching trial. The team had also discussed the results of the trial with the ID Cards team and are now exploring the possibility of further work on the data trial to inform the ID Cards 'biographical footprint' checking, subject to data owners' agreement and continuing to preserve confidentiality. The Home Office may also be able to obtain some DWP data. The Board **agreed in principle** to this further analysis and to retaining the sample data securely for a further period, before it is destroyed.

Action – Martin Bellamy to alert Tim Mazzucchi that the DWP data extract may still be required.

Paul Allin updated the board on personal reference numbers:

- Possible strategic options for future use of NINO had been explored at a Cabinet Office meeting;
- Terms of Reference for a 'strategic review' had been agreed with DWP and HMRC officials;
- Dept of Health are considering registering the NHS Number as a general identifier, with the aim of restricting its use to health and social care;
- CIP draft recommendations, to be discussed at this meeting, referred to the urgent conclusion to an investigation of wider use of NINO, which was to the same time scale as the proposed 'strategic review' but better reflected that the work undertaken during CIP now needed to be drawn to a conclusion within HMRC and DWP;
- Other key stakeholders are eGU, for their identity management work within the emerging government IT strategy, and DCA, now returning to the privacy and data sharing agenda.

Paul Allin updated the board on arrangements for taking forward the CIP recommendations. At a meeting with HMT, eGU, OGC and CIP on 7th June the following options were considered:

- Centrally led programme of projects
- Hand over prospects to appropriate departments, with HMT, OGC and eGU monitoring and promoting principles in SR06, SR08
- Home Office monitors/leads
- DWP monitors/leads
- ONS monitors/leads
- 'Do nothing' (beyond publish the recommendations)

Following further discussion with IDC and others the second option (to hand over prospects to appropriate departments' etc...) was recommended and written up as Annex 10.

Katherine Courtney updated the board on recent developments on the ID Cards Programme:

- following the General Election, the ID Cards Bill had been re-introduced with same "efficiency and effectiveness" purpose and data sharing powers as previously, so that CIP's main recommendation to use the NIR to deliver the benefits of an adult population register could stand;
- ID Cards are ensuring that the blueprint and specification is flexible for the use of contact details;
- the ID Cards Bill will have its Second Reading in the Commons on 28 June and Ministers are aiming to complete Commons Committee Stage by the summer recess, with Royal Assent in early 2006;
- the LSE is expected to publish a report on alternatives to the ID Cards scheme in the next few days.

Item 3 – Final Report

Paul Allin introduced the final report by summarising the overall conclusions of the report as follows:

- there is a case for the creation, maintenance and use of a centralised contact details register – in effect a population database - used across the public sector;
- this should be implemented through ID Cards Scheme (as the draft legislation allows) on the basis that the Scheme becomes compulsory;
- citizen data sharing efficiencies should be embedded within the public sector expenditure process, prior to full implementation of ID Cards.

Board members welcomed the report and the richness of the material in the annexes. A number of detailed comments had been received and would be incorporated. In discussion, the following general points on the report were made:

- a number of the annexes, such as the public opinion findings, should be cross-referred more from the main report;
- the results of the review of the quality of existing contact data should be expressed more in text, and there did not seem to be any real distinction between systems in their approach to address verification (associating a person with an address) rather than address validation (confirmation that the address exists);
- the current position on contact data sharing should be presented as a textual summary because a table could not easily reflect a number of specific arrangements.

The Board mainly discussed each of the recommendations listed at the end of the draft report.

The creation, maintenance and use of a centralised contact details register – in effect a population database used across the public sector. This should be implemented through the proposed Home Office Identity Cards Scheme (as the draft legislation now before Parliament allows) on the basis that the Scheme becomes compulsory.

- The Board agreed.

Implementation via a three stage process.

- The Board agreed that this is better presented as simply the strategic proposal of using the NIR, plus the tactical proposal of possible short-term contact data sharing solutions;
- The report should make it clear that a final decision to upload changes of name or address from stakeholders to the NIR would only be made around the time when the Scheme was being made compulsory.

HO take responsibility for delivering an adult population register that enables basic contact data held on NIR to be downloaded to other public sector stakeholders.

- The Board agreed.

HO takes responsibility for ensuring from around 2021 basic contact data held by stakeholders can be up-loaded to the NIR.

- The Board agreed that it is too early to make such a definitive recommendation. This may well be the direction of travel but no commitment can yet be given.

Action – CIP Team to liaise with HO to re-draft this recommendation in terms of keeping this under review.

HO should design the take-up profile of the NIR to be such that population statistics benefits can be realised for the 2021 census.

Action – CIP Team to re-word the recommendation along the lines that “ONS should take account of NIR developments in the planning of the 2021 census”.

DCA to explore case for developing generic legislation that establishes a mechanism whereby sharing data with the NIR in order to keep it up to date could be made within vires of smaller Departments and other public authorities.

- This was meant to be quite a specific recommendation around the vires of smaller departments and other public authorities not covered by the ID Cards legislation referring to the powers of Secretaries of State;
- The legislation should address the need for possible two-way sharing of contact data.

Action – CIP Team to redraft this recommendation along these lines.

DfES should explore what benefits can be obtained by using proposed Child Index as a child population register in England.

Action - Alan Cranston (DfES) to propose re-draft to reflect the constraints of the Children Act on the use of the Information Sharing Index.

DWP and HMRC to urgently conclude CIP work on wider, managed use of NINO and associated citizen contact details held by DWP.

- It was agreed to define the concluding of existing work rather than the instigation of new, although it was acknowledge that the results of the existing work may result in further new work being identified and resources to be investigated at that point;
- Martin Bellamy (DWP) and Chris Sullivan (HMRC) could support a recommendation along these lines as members of the CIP Project Board, but they could not commit their departments to implementing it, due to the level of scope and limited resource available.

Action – Martin Bellamy (DWP), Chris Sullivan (HMRC), Andrew Stott (eGU), Alan Cranston (DfES) and Paul Allin to meet urgently and re-draft this recommendation by 30th June.

E-Government Unit should ensure limited number of unique citizen numbers across entire public sector.

- Andrew Stott (eGU) pointed out that eGU have no formal powers to 'ensure' this happens;
- The Board agreed that this recommendation should be withdrawn and the report should note that eGU is developing an IT strategy for government in which this features.

Treasury to monitor stage 1 benefits to the Identity Cards Scheme being fully implemented. The aim should be to embed the exploration and implementation of justifiable projects in spending review, efficiency and public sector reform process.

SR06 and the subsequent instructions to departments issued by HMT explicitly assess and reference efficiencies through data sharing, with eGU acting as change agent as necessary.

Public sector review criteria (including OGC efficiency criteria) are updated to include an assessment of whether each project has adequately considered data sharing when designing their solution.

- The intention of these recommendations is better expressed through more specific recommendations, including those below, and so they are not needed.

Each Government department identified named individual to have responsibility for identifying and delivering contact data sharing initiatives within their area.

Ensuring that each department adequately investigates and implements where appropriate the recommended initiatives in this report.

Ensuring that each department adequately identifies and investigates further data sharing initiatives.

Where ever possible, ensuring that any delivered solutions can be reused when the NIR becomes available.

- The Board agreed that these fall within the existing remit of departmental Chief Information Officers (CIOs) and that a recommendation should be drafted accordingly.

Scrutinising all proposed and significant database initiatives to assess whether the benefits could be delivered via data sharing.

- The Board agreed that this falls within the existing remit of the CIO Council and the recommendation should be re-drafted accordingly.

(Treasury and Cabinet Office) should work directly with the eGU to enforce a limited number of citizen numbers.

(Treasury and Cabinet Office) should ensure that NIR delivers CIP functionality as planned.

- The Board agreed that these recommendations did not add to other recommendations and were not needed.

The Board agreed that, subject to further discussions with Home Office, and with DWP and HMRC on the use of the NINO, the final report should be submitted.

Action – Board members are invited to send any further detailed comments on the draft report to the CIP team by close on 30 June.

Action - CIP Team to submit final report to CST.

Item 4 – Forward Planning

A draft copy of an announcement had been circulated, which was felt to be appropriate. The Board noted that the timing of a CIP announcement needed to be considered against the ID Cards programme and the emerging government IT strategy.

The intention is to publish the final report and annexes on the CIP website after Ministers have considered the findings. This will probably be at the time of an announcement in the House, and all material considered for release will be examined to see if FOI exemptions need to apply, for example if Ministers are still considering the ID Cards Scheme.

Action – Board members to send any further comments on the draft submission and announcement to the CIP Team by 30 June.

Action - CIP to put up submission in w/c 4 July.

Action – CIP Team to recommend that CST writes to Lord Carter on the CIP recommendations, as a matter of courtesy.

Action – CIP Team to review what information is to be put on the CIP web-site, following an announcement by the CST.

Item 5 – Any other Business

On behalf of the project team, Dennis Roberts thanked all members of the Project Board for their contributions and advice. Invitations to a CIP end-stage celebration would be issued shortly. The provisional dates are 13 or 27 July [now confirmed for 5-8pm on Weds 27 July, at ONS Drummond Gate].

Appendix

Attendees

DEPARTMENT	REPRESENTATIVE
ONS/ General Register Office (E&W)	Dennis Roberts (SRO) Paul Allin (Project Manager) Andrew Park (CIP Policy Manager) Barbara Stewart (Secretary) Chris Sanger (CIP Technical Team) Philip Maycock (CIP Technical Team)
DWP	Martin Bellamy
EGU	Andrew Stott
HMRC	Chris Sullivan
Home Office	Katherine Courtney
DfES	Alan Cranston
HMT	Julian Kelly
ODPM	Mark Rickard
DH	Robert Ward
GRO Scotland	Duncan Macniven
DVLA	Neil Akass
UKPS	Tony Plunkett

Apologies

DEPARTMENT	REPRESENTATIVE
DCA	Paul Boyle
OGC	Andrew Bowen
DVLA	Yvonne James
DWP	Alexis Cleveland
EGU	William Perrin
National Assembly for Wales	Debra Carter
Northern Ireland e-Government Unit	Bill McCluggage
UKPS	Rob Bowley

Barbara Stewart
CIP Project Support Office
June 2005