

CDS Programme Board Action Notes

Date: 29th July 2011
Time: 12noon
Venue: Somerset County Hall
Chair: Sheila Wheeler (SCC)
Attendees: Dave Cornish (SCC), Pat Flaherty (SCC), Cllr David Hall (SCC), Kevin Hanlon (BDUK), David Turner (North Somerset Council)
Apologies: Keri Denton (DCC), Rob Hetherington (DCC), Cllr William Mumford (DCC), Phil Norrey (DCC)

Item	Title
1	Matters arising from previous meeting
Actions	<ul style="list-style-type: none"> Produce note on where it would benefit for us to work together, for next Board meeting.
Decisions	<ul style="list-style-type: none"> Agreed to work closely with Wiltshire, Norfolk and Dorset, but not to the extent of a single procurement process.
2	Procurement of Broadband Supplier – update
Actions	<ul style="list-style-type: none"> Plan to minimise the Call-off time to 3 months or less. Involvement of smaller suppliers to be reflected in Call-off statement of requirements Circulate to Board members the terms of reference and budget for legal and technical advice
Decisions	
3	Stakeholder Engagement Plan
Actions	<ul style="list-style-type: none"> Ensure that all LA partners logos are included in publications, website, PR, etc. Produce draft note to stakeholders in time for next Board.
Decisions	<ul style="list-style-type: none"> The Board agreed that “Connecting Devon and Somerset” is the right brand for the programme The Board approved the approach of the Stakeholder Engagement Plan, subject to the issues raised during the meeting.
4	Issues and Risks
Actions	
Decisions	<ul style="list-style-type: none"> Board noted updates to the issues and risks log
5	Key Actions for August and September
Actions	<ul style="list-style-type: none"> Each LA to go back to their Cabinet to confirm governance arrangements, Somerset County Council’s role as accountable body and their overall financial and resource commitments. It should cover broad principles and delegate authority to the appropriate cabinet member/officer to finalise governance arrangements. Draft report for adaptation by each partner.
Decisions	
6	Other Business
Actions	<ul style="list-style-type: none"> The Devon & Somerset Programme Board will be circulated with a list of suppliers that will participate in competitive dialogue for the BDUK

	Framework.
Decisions	