

PAF (11)2nd Meeting

17<sup>th</sup> March 2011

THE POSTCODE ADDRESS FILE

ADVISORY BOARD

Minutes of the meeting held at 13.30 on Thursday, 17<sup>th</sup> March 2011

At Postcomm

6 Hercules Road

London, SE1 7DB

PRESENT

|                   |                              |
|-------------------|------------------------------|
| Ian Beesley       | Chairman                     |
| Iain McKay        | DNAS                         |
| Tim Drye          | Direct Marketing Association |
| Joel Curry        | QAS                          |
| Terry Hiles       | Capscan                      |
| David Heyes       | Wigan BC                     |
| Michael MacClancy | The DX Group                 |
| Emma Gooderham    | Allies Computing             |
| Philip Groves     | Postcomm                     |
| Kelly Allison     | Google                       |
| Martin Taylor     | Royal Mail                   |

Also in attendance

|                |               |
|----------------|---------------|
| Samantha Hardy | PAB Secretary |
| Steve Rooney   | AMU           |
| Scott Childes  | AMU           |
| Ian Evans      | AMU           |

Apologies

|              |         |
|--------------|---------|
| Ian Paterson | UK Mail |
|--------------|---------|

1. MATTERS ARISING:

David Heyes stated he was still to contact ACPO regarding them becoming a new emergency services member for the Board. There were no other suggestions from the board for new members. The Chair reported he would advertise on the PAB Website for new members.

Philip Groves advised the Board that the Postcomm decision on the conclusions of the review for the regulatory arrangement was expected to be published at the end of March, and he would send a hard copy to the Chair and arrange for electronic copies to be sent to the rest of the Board Members.

Tim Drye confirmed with the Board that he had been in discussions with Royal Mail about the proposal for the independent research to establish where the delays in updating PAF were. Royal Mail has requested more clarification to establish the potential costs to AMU. Tim discussed with the Board that he would complete a work specification so the Board could cost the project properly. The Board agreed that the work would be done and for suggestions who would assist Tim Drye as a working group.

2. CHAIRMAN'S UPDATE:

At the last PAB meeting Royal Mail discussed the Business reorganisation and that AMU sat within Marketing, Royal Mail listened to the Boards concerns and has confirmed Steven Aghar, Director of Regulated Business now leads AMU. The Chair confirmed he would be arranging to meet with Steven at the earliest opportunity. The Chair confirmed the consultation on the Navigation Licence had been put back, and that Royal Mail would update the Board later in the meeting.

Although the Chair had a copy of the Public Sector Licence, he was not in a position to disclose the content. He felt reassured with the content but felt there were still questions to be asked. The Board would formally ask Royal Mail for a non-disclosure agreement; however Royal Mails lawyers have rejected the agreement unless done on an individual basis. Once this was completed then the board could openly discuss it at PAB meeting, but not within their businesses. The Chair confirmed AMU would update the PAB later in the meeting and that Public Sector Mapping agreement would go live on the 1<sup>st</sup> April.

The Chair discussed with the Board that he had written to Millie Banerjee, the newly appointed Chair of Postcomm and he had met with her the day before the PAB meeting. He felt very encouraged and confirmed that Millie recognized that the Board should be advised by AMU, she took on board that the research was an integral part of the Boards work going forward, and as part of her commitment to the Board she needed to ensure it was an asset and had agreement to the stakeholders. The Chair confirmed he felt supported.

The Chair had been approached by the Sweden Center software programme, a solution Provider, the Chair put them in touch with AMU and confirmed with them that he would notify the Board. Anton Hamber from Center Government had also contacted the Chair to discuss why the Government was so unaware of PAF, and that they wanted to put a front end onto PAF. The Chair reported he would respond to him.

3. STIMULATING THE MARKET:

The Chair discussed putting together a smaller working group to look at how best to stimulate the Marketplace going forward. Key issues:

- AMU to submit funds from good addressing
- What strategy would the Board like to adopt for 2013 licence
- Look at charging people/companies who make changes to the PAF

The Board confirmed to review at the July PAB meeting and invite Richard Mason who has shown an interest in this area. The Chair agreed to invite volunteers to research stimulating the marketplace by June.

4. NAVIGATION LICENCE

The Chair confirmed there had been a good response from the Navigation Licence and that the consultation period had been extended by 2 weeks, and was due to finish on the 25<sup>th</sup> March. Royal Mail agreed to update the board before the next PAB meeting to give them the opportunity to comment asap.

5. PUBLIC SECTOR LICENCE – AMU

Royal Mail update – slides (Royal Mail to cascade)

Royal Mail confirmed they were still working on the Public Sector Licence but they were being restricted by their Lawyers, DCLG. They were still committed to sharing the Licence with the Board as soon as the restrictions were lifted, and they were having day to day discussions with the Government and DCLG to highlight the implications with of having these delays. Royal Mail stated they were frustrated they are not able to share more with the Board at this stage.

Royal Mail confirmed they were to meet with DCLG on 18<sup>th</sup> March to discuss what was now needed to complete the Licence so that it could share it with the Board and the Marketplace before it went live.

The Chair stated he was concerned with the delay and would contact DCLG at a senior level, copying in Postcomm if he didn't get a reasonable response after the meeting on 18<sup>th</sup> March.

The Board sought confirmation what assumptions Royal Mail were modeling their future forecasting on when discussing with DCLG and that the Licence needed to be fair to the Private Sector. Royal Mail confirmed the costing's had been agreed with DCLG, the content still needed finalizing, the Bureau would not be covered under this Licence, they were still looking at Central funding, and at this point they were unsure if the deadline of 1<sup>st</sup> April was achievable. If not, then they would look at a 6 month renewal.

Royal Mail confirmed Multi Residency was being looked at separately by DCLG

**ACTION/DECISION:**

Chair – to send a letter to seek DCLG are happy for the Board to see the Licence.

**6. ROYAL MAIL RESTRUCTURE**

Royal Mail confirmed that the Business restructure had now been completed, and that there had been a 40% reduction in the headcount of AMU. The back office work had been transferred to their Doxford Contact Centre; however AMU had retained the Portsmouth site which had secured the expertise.

Steve Rooney apologised for his absence from previous PAB meetings, but his priority had been managing the exit of staff from the business and his loyalties understandably had been with them.

**7. PAF DEVELOPMENT PROGRAMME 2010-11**

Investment update – slides (Royal Mail to cascade)

Royal Mail confirmed this would be a rollout programme of between £50k to £75k investments, with an ongoing cost to maintain of under £10k.

The Board wanted clarification what Royal Mail were doing to validate their investment going forward. Royal Mail also confirmed £800k to £1m investment for UDPRN

**8. Next meeting**

19<sup>th</sup> May 2011 – QAS tbc'd

**9. AOB**

Visit to Gatwick Mail Centre