

PAF(13)4<sup>th</sup> Meeting

26<sup>th</sup> July 2013

THE POSTCODE ADDRESS FILE

ADVISORY BOARD

Minutes of a meeting held at 13:00 on Thursday, 18<sup>th</sup> July

At Capscan, Moorgate House, Dysart Street, EC2A 2GU

PRESENT

Ian Beesley	Chairman
Razia Ahamed	Google
Joel Curry	QAS
Tim Drye	Direct Marketing Association
David Heyes	Wigan BC
Terry Hiles	GB Group
Michael MacClancy	DX Group
Iain McKay	Improvement Services (Scotland)
Ian Paterson	UK Mail

Also in attendance

Scott Childes	AMU
Ian Evans	AMU
Steve Rooney	AMU

Guests

Simon Hanson	Senior Manager Government Affairs, Royal Mail
Charlotte Marshall	Access Contract Manager, Royal Mail

Apologies

Alan Halfacre	Mail Users' Association
Martin Taylor	Royal Mail

## 1. Matters arising

PAF(13)3th Meeting Minutes

The Chairman confirmed that a press notice had come out after the G8 meeting, confirming the future of PAF and Royal Mail's commitment to simpler licencing arrangements; the Chairman had subsequently published a statement on the PAB website. The Board felt there were ambiguities with the simpler licencing arrangements, specifically with the definition of the start date for the 12 month free trial option but would wait for a formal definition to be released.

Apart from Scott Childes updates on the Developer Licence, the Royal Mail Mainframe transactions report and PAF induction pack for new employees from the previous PAB meeting no other updates had been received from AMU in response to any outstanding actions.

## 2. Chairman's update

- The Chairman had been advised by Data Advance that that the US had undertaken a similar exercise to establish the value of the zip code to the US economy, and interestingly concluded a similar value to that of the Postcode to the UK economy.
- The Chairman reported that Angela Latta has moved on within BIS, but had met with her replacement Paul Hadley and colleague Susan Choke to discuss the PSL. BIS confirmed that it was their hope to deliver the PSL by April 2014. However, BIS felt they needed sight of the new licence terms consultation document before they could comment further on PSL matters.

**ACTION** – The Chairman to write formally to BIS to stress the importance of the PSL in the context of the new licence

## 3. Reports from the Working Groups:

### a) Address Creation

David Heyes reported that since the last meeting, where the Board voiced their concerns over release of agreed investment funds, these had now been released.

He proposed quick win improvements to provide a self-serve functionality on the existing PAF website; confirmation had been received from Scott Childes that these web improvements should be in train in time for the next PAB meeting. The new web service would be accessed through the Powered by PAF and Royal Mail website and would be ready to go live by September 2013. David reported that AMU had re-engaged with Geoplace, and were in the process of formulating an SLA for address creation data.

**ACTION** – The SECRETARY to request that Scott Childes to provide SLA details for the next PAB meeting

4. AMU Update

a) Licence Review

Terry Hiles thanked the Board members who had reorganized diaries to be able to attend the Licence Working Group meeting on 12 July. The record of the Board's subsequent discussion is contained in a confidential annex to the minutes.

b) Outstanding Actions

**ACTION** – The SECRETARY to send the latest Outstanding Actions list to the AMU for updating

c) Taking the pulse of PAF

The AMU confirmed its broad support for the initiative and noted that the Ofcom report, which was imminent, would be likely to put a requirement on the AMU and the PAB to develop quality indicators for PAF. Resources were currently stretched by the Licence review but progress would be high on the agenda as soon as possible. Meanwhile the AMU asked for the PAB to be patient.

**ACTION** – The SECRETARY to ask AMU to provide a formal response on the design of the items proposed for 'Taking the Pulse of PAF.'

d) Bulk Mail sortation

Charlotte Marshall presented progress on a review of the bulk mail sortation process (slides attached). In a brief subsequent discussion individual PAB members offered to discuss details further with the review team.

**ACTION** – The SECRETARY to share PAB member contact details with Charlotte Marshall

REGISTER OF INTERESTS

**ACTION** – The SECRETARY to ask PAB members to update the Register of Interests.

**Next meeting**

19 September                      Venue to be confirmed