

PAF(14)2nd Meeting

THE POSTCODE ADDRESS FILE

ADVISORY BOARD

Minutes of a meeting held at 13:00 on Thursday, 20th March 2014

At QAS, Clapham Common North Side, SW4 0QL

PRESENT

Ian Beesley	Chairman
Joel Curry	QAS
Sarah Jane Eglen	Royal Mail
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	items 5-7
Ian Evans	AMU	items 5-7
Steve Rooney	AMU	items 5-7

Guests

Paul Hadley	BIS	item 7
Jessica Rushworth	BIS	item 7

Apologies

Razia Ahamed	Google
Tim Drye	Direct Marketing Association
Alan Halfacre	Mail Users' Association

1. Matters arising

PAF(14)1st Meeting Minutes

The CHAIRMAN welcomed Sarah Jane Eglen, Director of Government Affairs for Royal Mail as the newly appointed member of the PAF Advisory Board, representing Royal Mail Operations. Michael MacClancy had expressed his wish to step down from the Advisory Board when a replacement had been sourced.

2. Chairman's update

The CHAIRMAN reported

- A quote to celebrate the 40th anniversary of Postcodes had been forwarded to Royal Mail.
- Royal Mail had produced a new PAF promotional DVD; the CHAIRMAN had requested a copy for circulation to Advisory Board.
- The Advisory Board's comments on the Neffendorf report had been sent to BIS (copied to Ofcom), so far no acknowledgment had been received. The Advisory Board agreed to publish its response on the PAB website.
- The CHAIRMAN reported that he had received some interest in the Advisory Board membership from several smaller SP's, he would follow up on candidates and keep the Advisory Board informed.
- The CHAIRMAN had met with Alan Duncan MP, and separately with Graham Stuart MP to discuss the Counties Consultation. Royal Mail had drafted an amendment to the current disclaimer associated with the Counties information in the PAF alias file . However, the CHAIRMAN did not consider the amendment to go far enough and had responded accordingly. Negotiations continued.

ACTION: The CHAIRMAN would work with AMU to redraft the disclaimer and agree the content.

- The Board had a short discussion about the recent PASC report that had criticised the treatment of the PAF file in the sale of Royal Mail. From the report it was apparent that knowledge of recent initiatives to give free access to PAF to certain groups was not widely appreciated.
- ACTION: the Board to press the AMU to improve communication and promotion of the concessions.

3. PAF quality indicators – report on visit to DQM

The CHAIRMAN and David Heyes reported back on a visit to hear about the work currently under way at DQM to compare a sample from PAF against other datasets containing property information. The resulting data would be used to provide PAF quality indicators. Although progress was slow (the report would not be ready until September 2014) the methodology was acceptable and thorough. The work benchmarked PAF against four datasets: the Land Registry, Dunn and Bradstreet, Call Credit and TV licencing. DQM had approached other data owners who had declined to take part in the exercise.

In discussion other datasets such as those of the Valuation Agency and of Geoplace were identified for possible follow up. Advisory Board members thought that the DQM work could be a duplication of work undertaken on a monthly basis by Geoplace. If the Geoplace monthly results could be made available this might be a convenient way forward on an on-going basis.

During discussion with DQM it had also been suggested that it would be helpful to attach a provenance label to every PAF record to show where the information came from and when it had last been validated.

ACTION: The Advisory Board invited David Heyes to draft a follow up note to be sent to the AMU asking for parallel engineering whilst the DQM work was in progress (a) to make contact with the Valuation Agency about access to its national property database; (b) to

explore with Geoplace the possibility of using their monthly update information; (c) to attach provenance labels to PAF data.

4. PAF cost containment

The Advisory Board had first raised the need to examine options to reduce PAF costs in 2012, and aired their concerns that the AMU appeared no nearer to commissioning such research.

ACTION: The CHAIRMAN to press the AMU for action.

5. 2013 Licence review

Since the last PAB meeting, the Licence Working group with the AMU and its lawyers to consider a revised draft licence which took account of the licence consultation responses. The draft licence was simpler than the existing document; however, the 'fair use' policy remained to be finalized and specific clauses needed to be clarified to ensure the definitions were clearer. There had also been some adverse comment on the proposed price points.

The Advisory Board recommended that all the comments received from the licence consultation should be published, unless respondents had asked for confidentiality.

The AMU confirmed that Royal Mail were still on track for publishing the new licence by the end of March 2014..

A formal termination letter would be issued at the start of April 2014, with transition to the new licence from April 2015 to April 2016..

ACTION: The Board requested that the AMU circulate the proposed final text to the PAB before the end of March

6. AMU update –

(a) Outstanding actions

PAF(14)8

The outstanding actions were discussed and a number of amendments and additions made

ACTION: The Secretary to circulate an updated actions log

(b) Taking the pulse of PAF PAF(14)9

The Advisory Board congratulated the AMU on the 'Taking the Pulse of PAF' documents as circulated. However, it was noted that a presentation on the new MIS system was outstanding. The Board also queried whether publicity for the concessionary licences was sufficiently active, including the preparation of case studies on the Developer Licence.

ACTION: The Board invited the AMU to make a presentation on the MIS system at its May meeting.

(c) Investment 2014/2015

The AMU confirmed they would be looking at 'Quality' and 'End to End' development for future investment. The Advisory Board agreed and recommended that quality indicators for PAF and cost reduction were currently the most important initiatives.

ACTION: The Advisory Board to make suggestions on future investment opportunities to the CHAIRMAN by the end of March.

7. Public Sector Licence

The Advisory Board welcomed Paul Hadley and Jessica Rushworth from BIS to give an update on the Public Sector Licence (PSL). BIS reported that sign-off was imminent, and that Scottish Government would sign a separate licence agreement at the same time. Both BIS and Scottish Government would be signing a 3 year agreement. The first year would be a transition period including members of the Public Sector Mapping Agreement (PSMA) and the One Scotland Mapping Agreement (OSMA). From 1 April 2015 onwards the PSL would be available to all organisations which qualified as Contracting Authorities under the Public

Contracts Regulations 2006 plus a handful of other named emergency services. These arrangements would provide SP's with a 12 month transition period.

It was confirmed that there were plans to publish the PSL, initially in a low-key manner through Ministerial speeches and a PSMA members' information pack. The AMU would provide administrative services through the Licensing Centre, which would be the vehicle through which public sector organisations would sign-up for the Licence. BIS would work jointly with the AMU to monitor licence compliance.

On behalf of the PAB the Chairman welcomed the imminent signing of the PSL agreement. The Board believed that if properly promoted the PSL would offer significant gains in the public sector and would open up new opportunities for Solutions providers. It was concerned to ensure, however, that the public sector did not have an unfair advantage over private sector providers in commercial areas and emphasised, therefore, the importance of, compliance with the restriction to non-commercial activities. In the light of the abolition of the Audit Commission, the Board recommended that relevant public sector audit bodies such as internal audit and CIPFA have their attention drawn to the licence terms.

ACTION: The AMU to share with the PAB the proposed PSL communications at the same time BIS issues communication to PSMA members confirming the launch of the PSL agreement.

ACTION: The AMU to update their website to announce any further developments to the PSL agreement.

[NB: The PSL agreement between BIS and Royal Mail was signed on 21 March.]

Next meeting

15th May

QAS

24th March 2014