London Libraries Consortium
Contract Monitoring
Minutes of Meeting No 1

Date: 21st February, 2005

Time: 2.00 – 4.00pm

Agenda Item	Discussion	Agreed Action
Present	Dylan Champion (LBH – Chair), Ann Rennie (LLC), [redacted] (Wandsworth), [redacted] (Wandsworth), [redacted] (Wandsworth), [redacted] (DS), [redacted] (DS), [redacted] (DS), [redacted] (DS), [redacted] (DS), [redacted] DS), [redacted] (DS)	
Apologies	[redacted] (Red)	
1. Introductions		
2. Contract Progress	Schedule 3 of Framework Agreement reviewed. Key Performance measures for future meetings: 1) Helpdesk responses against SLA in Framework agreement 2) Review DS Roadmap and measure deliverables identified	Actions recorded within the document
3. Operational Team Strategy	Following some changes identified at Board, document and structure presented was agreed by all parties	This will be issued as V.1.0
4. The way forward with the Partnership	A general discussion around how the LLC can influence future company development Actions agreed: 1) Attendance to Supplier Specialist and User Groups 2) Presentations by Supplier at Board re DS Strategy 3) Use the agreed Change Control Process	

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	4) Product demos and open forums 5) Regular review of DS Roadmap at all future meetings 6) Release notes outlining new and proposed system changes New Partners – Havering will remain the lead authority and all new prospective partners will be managed through the Operational Team Lead for Havering.	This is Ann Rennie at present. All changes will be notified to the Board asap
5. Any other business	Double take on orders – In Martins absence Jane gave an overview of the problem experienced by Redbridge in particular. DS advised that they are waiting for a response from Redbridge re their internal investigation before considering the request for compensation Escrow Agreement This is still outstanding. DS to review the contract before moving forward	Ann to advise Martin of the discussion Ann to follow up before next meeting
6. Frequency of meetings	The Operational document was agreed indicating 6 monthly review meetings. It was however agreed that as we still have some module delivery issues the next meeting would be in three months.	Ann to advise all parties of date, venue and time.