

**London Libraries Consortium  
Contract Monitoring  
Minutes of Meeting No 4**

**Date: 14<sup>th</sup> June, 2006**

**Time: 1.30 – 5.00pm**

Agenda Item	Discussion	Agreed Action
<b>Present</b>	Ann Rennie (LLC), ██████████ (Wandsworth), ██████████ (Red), ██████████ (B&D), Dylan Champion (Hav), ██████████ (DS), ██████████ (DS), ██████████ (DS), ██████████ (WF)	
<b>Apologies</b>	None	
<b>1. Mins of previous meeting</b>	Agreed	
<b>2. Review of contract performance</b>	<p>Contract and Facilities Management report was distributed. All areas of concerns where discussed in detail</p> <p>Hardware / Software</p>	<p>System back up functions needs to be validated for audit purposes. DS to provide a monthly report from July to all LLC members</p> <p>Upgrades still need to be done by visiting PC's. OG 3. is a thinner client so will take less time to install. Future upgrades should be able to be done remotely. DS to e mail technology requirements to LLC members. DS to arrange a technical meeting with IT people from each borough to discuss how remote install can be achieved.</p> <p>Book Jackets will be available with the new VP upgrade. Costs will not be incurred until they are live.</p> <p>Downtime issues. Openroad upgrade still being monitored.</p>

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	<p>Reports and FM issues</p>	<p>DS to chase the call with Ingres re the logs filling up. DS to get into development discussion re how to improve Fallback. Ds to review the 'screen freeze' problem in Wandsworth</p> <p>DS to add a description of the report methodology to the workstation</p> <p>Boroughs to provide a list of reports and statistics they currently need included statutory reports</p> <p>Ann to coordinate a list of reports boroughs currently use</p> <p>All changes to reports or new requests need a change control</p> <p>DS to undertake a technical review to ensure reports are working properly</p> <p>DS to come back with a strategy to improve this service</p>
	<p>Callpoint</p>	<p>Progress update required by Aug 06. Agree date to remove all old reports from the workstation</p> <p>Server has been rebuilt and the impact is being monitored daily</p> <p>There has been a CIP2 upgrade</p> <p>Wandsworth usage has dropped by 50% Is this a reporting issue? DS to investigate</p> <p>Ds to investigate with Talking</p>

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	On Line Payments for Wandsworth	<p>Tech how they can monitor and advise boroughs when system is down</p> <p>Wandsworth are keen to implement this asap. John to meet with Jane to agree project plan</p>
3. SLS Redbridge	Redbridge are very unhappy with the SLS module in OG	<p>Martin to send DS a detailed report of what the issues are</p> <p>Anne [REDACTED] and Kay to meet and complete a gap analysis and identify work flow issues etc.</p> <p>DS to review and advise on options for SLS in Redbridge</p>
4. New partners	<p>LLC have been approached by a further four boroughs who are interested in joining the consortium.</p> <p>DS gave an overview of how our current technology could meet these requirements and what our options might be to ensure the system can meet the increased capacity.</p> <p>Cost options were discussed briefly</p> <p>There was also some discussion about reviewing the disaster recovery plan.</p>	<p>DS to come back with options for</p> <ol style="list-style-type: none"> <li>1) Costs for increased partners</li> <li>2) Software / Hardware costs for new partners which are scalable</li> <li>3) Option for revised disaster recover plan with costs associated</li> </ol>
DS representatives left the meeting		

**Next Meeting: 15<sup>th</sup> September, 2006**

**Venue: Waltham Forest**