



Agenda Item	Discussion	Agreed Action
	<p>3) Fallback – the issues with Fallback in Havering are still unresolved. This is creating lots of problems</p> <p>4) MI Reports – particularly PLSS and CIPFA</p>	<p>A review of testing from port 8080 will be considered by DS as this causes problems from within authorities because of internal firewalls. DS to advise what the options are</p> <p>A testing timetable needs to be agreed at Ops Team meetings and shared with Board for future upgrades</p> <p>DS to provide half day on site to technical support to try and resolve the problem. Kay to notify dates</p> <p>DS have commissioned external consultants to review the process for CIPFA reports. Although no major faults were identified, three problems have been identified. DS are currently working to get these resolved. The Ops Team are reviewing the Mapping Docs for CIPFA. DS will provide a CIPFA return based on three months at beginning of March with a full report run at the end of March.</p>
	<p>The Board raised concerns about the slowness and system failure issues experience by LLC in the last couple of weeks. DS advised that there had been a hardware fault, a large amount of data being loaded because of the Richmond Go Live date and a number of authorities doing a stock take at the same time which identified a software fault.</p>	<p>DS to provide out of hours cover when new boroughs go live to cover the period of time when the system may be unstable. It was suggested this should be around 2 weeks before and 4 weeks after new boroughs joining.</p> <p>DS to provide LLC with a quote for 'Out of Hours' cover</p>

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	All other items on the monitoring form were either rated as 'Acceptable' or 'Excellent'	DS also advised that they feel it would be appropriate to upgrade the server prior to the seventh partner joining. This should be done without existing partners incurring any additional costs. John Stock to include in the LPSN proposals
<b>3. DS Roadmap</b>	Current plans for 2007/08 are  Upgrade to OG to V3.11 – Upgrade to OG V3.2 Home Delivery Module  Web Services –	After a general discussion it was agreed DS would provide the companies Roadmap in writing prior to Board meetings. This should include dates when software will be released and definitions of what will be provided. DS to also provide revised dates if things are delayed etc.
<b>4. LPSN Options</b>	DS outlined proposals for using the LPSN	A further technical meeting to be arranged asap. Ann to organise. DS to provide a written proposal by end April 07
<b>5. Data Back Ups</b>	Wandsworth advised that they still have not received these.	Ann to forward to Ops Team and Jane on receipt of evidence.
<b>DS representatives left the meeting</b>		
<b>6. New partners</b>	Prospective new partners are  1)	Board agreed to accept these partners as part the LLC.
		To date we a provisionally working towards the following dates
<b>7. Contract</b>	Discussed	
<b>8. Long Term Management of the LLC</b>	Dylan presented a paper for discussion	All agreed that the 'Phased Change' was the most appropriate strategy at present.  This will include  1) Consortium established as a Legal Entity (if all agree) 2) Consideration to re letting the contract 3) Shared Bib services established

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		4) Full range of EDI established  Aim to employ a Stock and Contract Manager in June 2008
<b>9. Annual Maintenance and Support increase</b>	The M&S costs have increase by % this year.	Ann to forward copies of the letter to Board
<b>10. Harmonisation between authorities</b>	Jane presented a paper (copy attached)	It was agreed that item 5 could be changed. Remove limits. Item 6 could be change by the minimum number of loans would be 12  All other items to remain under review
<b>11. Better Stock Better Libraries</b>	A general discussion took place regarding how LLC could contribute to this	Ann to e mail MLA to discuss how LLC could become involved by 28 <sup>th</sup> February
<b>12. Electronic Records Contract</b>	Board discussed the costs present from two companies, Nielson Book Data and BDS	It was agreed that Ann would discuss with both companies and advise Nielson that LL would like to move to them at end March 2007
<b>13. RFID</b>	Ann advised Board Havering has selected DS as their preferred supplier	Ann to provide Martin and Aileen with copies of costs and evaluation.
<b>14. Update on Joint Bib Services</b>	DS work has been completed. Delay due to re letting of the Stock Contracts. This work will start again beginning March 07, with a view to complete by May 07	
<b>8. AOB</b>	Review of role of the Board to be discussed at the next meting  Agreement from Board prior to next meeting if DS are required to attend	

**Next Meeting: 21<sup>st</sup> May, 2007**

**Venue: Redbridge**