

PSG 15 December 2021	Item
Key Actions	PSG constituent representatives are requested to consider nominations for the proposed Level 3 Testing Advisory Group (TAG) and advise the programme by 6 January 2022.
	The Programme are to issue a specific Testing Advisory Group (TAG) communication (by 17/12/21) advising of the purpose of the TAG and the nominations process for this Advisory Group.
	PSG constituent representatives are requested to confirm the status of each of their constituency members programme status and in particular whether each participant is currently mobilised and resourced, or if not, when they intend to be so (and why they currently haven't been able to mobilise as per the baseline plan). If a significant proportion of the constituency participants haven't been able to mobilise, what is the constituencies proposal (including reasoning) for changes to the programme plan (specifically the M4 & M5 milestone and the re-planning exercise). In order to have a meaningful conversation at the January PSG meeting on the 19th January, we would like written responses to be submitted to the SRO programme mailbox by Friday, 14th January at the latest.
	The Programme Budget update to be added as a standard PSG agenda item from an appropriate point in time – TBD with PSG.
	The Programme to provide a Design roadmap for Working Groups up to delivery of detailed design; including what artefacts will be available when and which subjects will be tabled at which working groups.
	PSG constituent representatives to support the programme in encouraging full participation at the Design Working Groups MHHS Programme Directors to meet with the individual PSG constituent representatives over the next few weeks (before 19 January PSG) as a formal introduction in order to fully understand constituency concerns and answer specific questions constituent representatives have. The SRO will also discuss this with the DAG chair regarding any further meeting requirements.
Key Discussion Items	<b>LDP Introduction</b> - The LDP were introduced to the Programme, having joined on 1 December 2021 and focus is on full Programme Participants mobilisation and achievement of M4 at the end of January 2022.
	<b>Level 3 Testing Advisory Group (TAG)</b> – A discussion was had regarding the intended establishment of this group being set up as early as possible, given the Test Strategy needs to be delivered for Milestone 5 (April 22). A further communication will be issued shortly on the process for how to submit nominations and the TAG Terms of Reference.
	<b>Programme Participants Mobilisation</b> - It is key to programme success that the current mobilisation status of all programme participants is understood and if Programme Participants are not yet mobilising, reasoning for this needs to be clearly understood by all. The initial feedback was discussed at the PSG and further information is required from all programme participants on why participant programme mobilisation has been delayed. The PSG constituency representative are requested to follow up with each of their constituency members over the next few weeks in order to allow a focussed discussion at PSG on 19 January 2022.
	<b>Programme Budget update</b> - A budget update was provided. In summary the total budget of £90m remains unchanged, the year 1 budget has been rephased in line with plan activities. Further budget updates will be provided to PSG.
	<b>Design-led Approach</b> - Further communication is required to ensure awareness of the design-led approach and a clear roadmap to delivery of the detailed design is to be provided to Programme Participants to ensure an understanding of the continuous review process throughout and ensure the right participation at the appropriate working groups throughout the design period.
<b>MP162</b> – DCC gave an update on SEC Modification CMP162. A PSG member raised a concern that the mod does not address the disparity between suppliers and supplier agents in terms of speed of access to read data. The programme reiterated it only requires 24 hour access for HH settlement purposes but it was agreed to consider a solution that addresses the issue raised.	