



BRITISH EVENTING

IT STEERING COMMITTEE

SUMMARY OF 27 JANUARY 2021 MEETING

Background

Following the recommendation of Phase 1 of the IT Programme Strategy Review, the IT Steering Committee has been established as a committee of the BE Board with the stated aim “to ensure that all further work to develop and maintain the current IT systems, and consideration of any short-, medium- and long-term IT strategy, is carried out in an efficient and cost-effective manner in alignment with the strategic objectives of BE and to support the delivery of sport.”

The Committee is the body responsible for, among other things, overseeing progress to address the Critical issues and the other recommendations from Phase 1; change management; implementation of the IT roadmap once this is developed by the Task Force; and the relationship with Eventingscores including transfer of waitlist and balloting functions.

The Committee is meeting every two weeks for the foreseeable future. The following is a summary of the meeting on January 27.

Discussion

1. Change Management Reporting

- The Committee reviewed the reports produced by BE’s IT team, showing key milestones, and the work assigned to each member of the IT team.
- These are still works in progress, but with continuing enhancement will provide a basis for ongoing Committee review and monthly reporting to the Board
- During the next two weeks the focus will be on producing the Committee’s first monthly Board report, and on incorporating the Critical issues log from Phase 1 into an agreed list of priorities for the IT team.
- Miranda Collett reported that the work to transfer Balloting and Waitlist Management functions to Eventingscores is on track with user testing ready to start next week once the interfaces with the BE system have been tested, and with projected completion of testing and sign-off by the end of February.

- The Committee agreed that a note would be sent to organisers explaining how the new balloting process will work, and also that a press release should be issued to the membership in advance of the start of the season, explaining how balloting and waitlist management will work in Eventingscores and highlighting the requirement for everyone to comply with the rules built into the balloting structure.
- Elaine Tragett has been working on a generic explanation of the balloting process, and after this is reviewed by the Committee and Olivia Szajna it will be published to the membership.
- Miranda will be scheduling training sessions for scorers in March, and will work with BE to coordinate these with the end-to-end training for entries secretaries being planned by BE.
- The Chair suggested that 'Training' should be a standing agenda item for the Committee from now on.
- The user requirements for the Start Fee functionality have now been signed off by a group of end-users and this is now on the list of work to be completed by the IT team before the start of the season.

2. IT Budget

- Wendy McGowan and Elaine Tragett reported on their discussions to date on the budgeted costs associated with network and website hosting.
- Recognising the fixed nature of some of the current costs, Elaine is following up with some further questions to report back to the Committee at its next meeting.

3. IT Recruitment

- The developer recruited to start work in January has not yet been able to do so because of family issues and the team is currently relying on part-time contractor support.

4. Report from Task Force

- The Chair referred to the Task Force update published on the BE website last Friday.
- She reported that Stage 1, Defining the Vision, is progressing with two workshops having taken place, one on Entries (National and International, including Validation) and one on Memberships and Registration; with a third workshop, on Event Team Management, Event Scheduling and Set-Up, and Event Standards and Review, scheduled for Thursday January 27.
- Summaries of the workshop outcomes are being produced and incorporated into a draft report as we go along.

5. Review of EARS Replacement Cost for 2020 Annual Accounts

- The Chair referred to the guidance note in the meeting materials setting out the Committee's approach to determining replacement cost.
- Wendy McGowan confirmed that she was happy with this approach, and noted that the Committee's work on this needed to be completed by February 12 to meet the timeframe for the external audit review.
- Actual numbers will be reviewed at the next Committee meeting, with a contingency also being built into the overall cost estimates.

6. Status of Negotiations with Eventingscores

- On behalf of Jude Matthews, Wendy McGowan reported that heads of terms have been agreed with Miranda Collett and that a detailed contract is now being reviewed by Jude.
- The Chair commented on the need to conclude the contract as soon as possible so that Miranda's arrangements for support from a specialised supplier could also be finalised.
- The Committee anticipates reviewing the agreed terms at its next meeting, for purposes of recommending approval by the Board.

7. Development of Change Management Policy

- A proposed skeleton for a policy was included in the meeting materials, following a standard model for a change management process.
- This will now need to be fleshed out with details on how the different steps should be implemented when a change to existing functionality is proposed; these steps should also include consideration of alignment with BE's strategy.
- A draft policy will be presented for review at the next Committee meeting.

8. Development of IT User Group

- Following discussions with members of the EARS Working Group and with Wendy McGowan on BE's internal Product Owners group, there is now a good basis for moving forward to put together a broader group combining elements of both groups, to be led by Jenny Levett.
- The group will report into the Committee and will act as a forum for raising new issues experienced by end-users across the IT system, making sure that issues requiring change are identified and addressed with the proper priority, and that users are kept informed of outcomes.

- It is important to clarify what this group does versus real-time operational responses and general membership-related enquiries, and to communicate this to all the stakeholders.
- Further work will now be done to finalise details of how it will work and its membership, bearing in mind that once it's been up and running we can assess and adjust as necessary.

8. Development of Risk Register

- The Committee will work from the model included in the Task Force Phase 1 report, updating and enhancing this as a tool for continuing monitoring of key risks and mitigating steps.
- An updated draft register will be presented at the next meeting.

Next Meeting
February 9, 2021