IT STEERING COMMITTEE

SUMMARY OF MEETING ON FEBRUARY 9, 2021

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 February 9.

Discussion

1. Change Management Reporting

    - The Committee reviewed the reports produced by BE's IT team, showing the work assigned to each member of the IT team and a list of "Highest and High" priority items, noting that the milestones report had not changed since the previous meeting
    - The Chair explained that despite considerable effort by all concerned, the Committee does not yet have the kind of reports necessary to separate the wood from the trees and provide a basis for agreeing as a Committee on the real priorities and overseeing what has to be done, taking into account what was identified by the Task Force in Phase 1 and understanding what BE has previously identified.
    - We are therefore adopting a different approach, by identifying the key deliverables and building the task list for the IT team from this list.

- After discussion, the following list of key deliverables was proposed, where in some cases work has either been identified or started but needs to be completed:

    - Balloting (testing and training of transfer to Eventingscores)
    - Bulk Refunds
    - Financial reports, including issuance of receipts and tracking VAT
    - Start Fees
    - Youth Programme
    - Stabling (we should ascertain whether any functionality can be delivered, even if only a better report)
    - Validation
    - Review of the API for Equiratings

- During the next two weeks the focus will be on pursuing this approach in order to produce the agreed list of priorities from which the Committee can work going forward
- We will also concentrate on producing the Committee's first monthly Board report for the next Board meeting on February 23
- Miranda Collett reported that the Balloting function transferred to Eventingscores has now been tested, with a few small items, mainly cosmetic in nature, having been identified and now being addressed
- Subject to review by Debbie Pritchard to confirm compliance with the relevant rules, the balloting function is essentially ready to go live
- BE's IT team will also wish to confirm that none of the interfaces made to transfer the balloting function will have any impact on Salesforce or the website; however, these reviews were not expected to be lengthy or complicated
- The Committee again discussed the need to communicate before the start of the season to event organisers and the wider membership how balloting and other functions will work in Eventingscores.
    - In particular, consideration should be given to how best to accommodate an organiser's ability to prioritise entries from those contributing to the event as volunteers, officials, sponsors, etc., and a clear communication on how these rules have been implemented in Eventingscores should be provided to event organisers
    - Organisers should be encouraged to engage with Debbie Pritchard and the Sport Committee if any change to the current rules is required
    - Communications to address the above will be drafted for review by the Committee at its next meeting

- Elaine Tragett has been working with Miranda Collett and Wendy Evans on a generic explanation of the balloting process, now set forth in a "Frequently Asked Questions" format; the Committee was

encouraged to review and provide comments by next week, before final review by Olivia Szajna and publication to the membership

- Miranda and Sarah Hadley at BE are working together to coordinate dates for training for entries secretaries and scorers to take place during March, with further training for those events taking place later in the season
- Sarah Hadley will present a report on training scheduling and status at each Committee meeting going forward

2. IT Budget

Wendy McGowan is working on the follow-up questions from Elaine Tragett on the budgeted costs associated with network and website hosting and will respond by the next meeting.

3. IT Recruitment

The developer recruited to start work in January, with a delay due to family issues, is currently expected to do so by the end of February; the team will continue to rely on part-time contractor support until then.

4. Report from Task Force

- The Chair reported that Stage 1, Defining the Vision, is progressing with three more workshops having taken place: on Event Team Management, Event Scheduling and Set-Up, and Event Standards and Review; Youth Programme, Training, and Championship and League Management; and IT Management and Support; and with another workshop, on Stats and Analysis, scheduled for Thursday February 11
- Summaries of the workshop outcomes continue to be produced and incorporated into a draft report as we go along
- Stage 2 will begin in March, to consider potential third-party suppliers as alternatives to current functions, with the work of Stage 3, building the roadmap, to proceed along with this

5. Review of EARS Replacement Cost for 2020 Annual Accounts

- The Chair referred to the paper in the meeting materials setting out a proposed recommendation for an estimated range of costs based on the stated assumptions
- She reminded the Committee of the discussion at its previous meeting and described the process that had been followed in developing the recommendation, including consultation with Committee and Task Force members with particular expertise
- Following careful consideration, the Committee approved the recommendation as presented.

- Wendy McGowan reported that the Finance Committee separately has confirmed its recommendation that replacement cost is an appropriate valuation, and that she would provide the Committee's recommendation to both the Finance Committee and the Board

6. Status of Negotiations with Eventingscores

- The Committee expressed concern at the imminent opening of entries and reiterated the need to conclude the contract as soon as possible so that Miranda Collett's arrangements for support from a specialised supplier can also be finalised
- Jude Matthews agreed on the need for urgency and is working on a draft contract, although due to the press of other work and in light of staff furloughs she is unlikely to be able to complete the draft for purposes of presenting to Miranda Collett for at least the next two weeks
- The Committee anticipates reviewing the contract as soon as possible, for purposes of recommending approval to the Board.

7. Development of IT User Group

Jenny Levett updated the Committee on further work to finalise the details of how the group will work and its membership, as set out in the attached description provided to the Committee, with a kick-off meeting to be scheduled in the near future

8. Development of Change Management Policy

The draft of the policy is in progress, setting out an overview of the change management process with the specific procedures to be developed by those involved, including the IT User Group, and will be presented at the next Committee meeting

9. Development of Risk Register

The Committee was encouraged to provide comments on the draft register included in the meeting materials, so that this can be included in the Committee's Board report

10. Decisions

Having carefully reviewed and considered a paper setting out a recommendation to be provided to the BE Board of the estimated costs, within a stated range, likely to be incurred in replacing the EARS system and describing the approach taken and the assumptions made by the Committee in reaching its recommendation, the Committee approved the recommendation as presented.

Next Meeting
February 23, 2021