

## INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

Tuesday, 23 September 2014

**Minutes of the meeting of the Information Systems Sub (Finance) Committee held at the Guildhall EC2 at 9.30 am**

### **Present**

#### **Members:**

Roger Chadwick (Chairman)	Jamie Ingham Clark
Jeremy Mayhew (Deputy Chairman)	Hugh Morris
Randall Anderson	Sylvia Moys
Nigel Challis	Graham Packham
Alderman Peter Estlin	

#### **Officers:**

Susan Attard	Deputy Town Clerk
Saimah Tahir	Town Clerk's Department
Peter Kane	Chamberlain
Graham Bell	Chamberlain's Department
Chris Anderson	Chamberlain's Department
Avril Stokes	Chamberlain's Department

#### **In Attendance:**

John Chapman  
Tom Sleigh  
Graeme Smith

#### **1. APOLOGIES**

Apologies were received from Dhruv Patel, Chris Punter and Deputy John Tomlinson.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

Jeremy Mayhew declared a non-pecuniary interest in respect of item 13.

#### **3. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the public minutes of the meeting held on 25 June 2014, be approved as an accurate record.

#### **4. PROGRESS REPORT ON STRATEGIC PROGRAMMES AND ALL IS PROJECTS**

The Sub-Committee received a report of the Chamberlain which provided Members with an update of progress against the IS Strategy and IS Project

Portfolio as a whole. It also highlighted key issues, risk and mitigating actions to drive projects back to green status.

In respect of the Oracle upgrade, currently in red status, the Chief Information Officer advised that intensive discussions had taken place through a series of Business Impact workshops with key staff across the Corporation which resulted in a re-plan that was signed off by the Oracle Steering Group on 26 August 2014. The project would remain in red status while commercial discussions continued and until major testing had finished in mid-October at which point the status would return to amber.

In response to a Members question, Officers explained that the Pension Systems Upgrade remained amber due to additional time being required for in-house activities. There was a contingency in place and it was expected that the project would return to green.

He went on to inform Members that as part of the Information Technology Infrastructure Library (ITIL) project further time had been requested to show that implementation had been successful. Additionally, the Project Initiation Document (PID) had been refreshed and was awaiting review and comment in early September.

**RESOLVED:** That the report be noted.

**5. CHIEF TECHNOLOGY OFFICER UPDATE**

The Chief Technology Officer provided Members with an update on the City's managed IS service contract. Members were advised that the City of London's submission for Public Services Network (PSN) reaccreditation was rejected and positive discussions were now underway with assessors to resolve the remaining issues to achieve accreditation.

**RESOLVED:** That the report be noted.

**6. PRESENTATION FROM AGILISYS ON PERFORMANCE LEVELS AND PROGRESS**

The Sub Committee received a presentation by Agilisys on their performance levels and progress. Members raised the following items:

1. Agilisys presentations should be distributed to the Committee before future meetings and text colours chosen which would be more easily viewable.
2. There was a decrease in service desk calls for support during August, Members felt this was due to the summer holidays.
3. Members then questioned Agilisys regarding the 3 behaviours they believed warranted improvement over the coming months. Agilisys stated firstly, that there should be clarity over the decision making process secondly, governance arrangements must be suitably robust.

Finally, it was suggested that the technology roadmap continue to be developed and implemented.

4. In response to a Members question the Deputy Town Clerk informed the Sub-Committee that leadership was critically important and the City of London and Agilisys would need to work closer together to ensure that this was in place.
5. The Committee agreed to meet Agilisys for a review of the 1<sup>st</sup> year of the contract immediately at the rising of the next Finance Committee on the 21<sup>st</sup> October 2014.

**RESOLVED:** That the presentation be noted and: -

1. Agilisys to distribute presentations to Members before the meeting.
2. That the presentation wording use colour that was easily readable.

7. **INFORMATION SECURITY AND GOVERNANCE**

A report of the Chief Information Officer provided a response and update to mitigation of information security and governance risk (CR16) and further developments in this area. As well as detailing a planned course of action going forward.

There had been two breaches of information since the last report of May 2014. Both had been reported to the Information Officer through the correct procedure.

The Chief Officer went on to update Members on the number of staff who had taken part in Data Protection training in 2014.

**RESOLVED:** That the report be noted.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The Chairman thanked Chris Anderson (Chief Technology Officer), on behalf of the Committee for the contributions made to the work of the Committee for the last 8 years and wished him well for the future.

10. **EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

**11. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the non-public minutes of the meeting held on 25 June 2014, be approved as an accurate record.

**12. ACTIONS FROM IS SUB**

The Sub-Committee received a report from the Chamberlain.

**13. ORACLE PROGRAMME UPDATE**

The Sub-Committee received a report of the Chamberlain.

**14. UPDATE ON THE POLICE**

The Sub-Committee received a report of the Chief Information Officer.

**15. CITY TELECOMMUNICATIONS STRATEGY - SEPTEMBER 2014 UPDATE**

The Sub-Committee received a joint report of the City Surveyor and Chamberlain.

**16. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There was one question raised.

**17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other non-public business.

**The meeting closed at 11.05 am**

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Chairman

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