



Information Systems Sub (Finance) Committee

Date: TUESDAY, 9 DECEMBER 2014
Time: 11.30 am
Venue: COMMITTEE ROOM 1 - 2ND FLOOR WEST WING, GUILDHALL

Members: Roger Chadwick (Chairman)
Jeremy Mayhew (Deputy Chairman)
Randall Anderson
Nigel Challis
Jamie Ingham Clark
Alderman Peter Estlin
Hugh Morris
Sylvia Moys
Graham Packham
Dhruv Patel
Chris Punter
Deputy John Tomlinson

Enquiries: Saimah Tahir
tel.no.: 020 7332 3113
saimah.tahir@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES OF THE PREVIOUS MEETINGS**
To agree the public minutes and non-public summary of the meeting held on the 23rd September and 21st October 2014.

For Decision
(Pages 1 - 6)
4. **HEAD OF IT UPDATE**
A Report of the Chamberlain

For Information
(Pages 7 - 10)
5. **CHIEF INFORMATION OFFICER UPDATE**
A verbal report of the Chamberlain

For Information
6. **PROGRESS REPORT ON STRATEGIC PROGRAMMES AND ALL IS PROJECTS**
A report of the Chamberlain

For Information
(Pages 11 - 22)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.
9. **EXCLUSION OF THE PUBLIC**
MOTION - 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.

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**
To agree the non-public minutes of the meeting held on 23rd September and 21st October 2014.

For Decision
(Pages 23 - 32)

11. **ACTIONS FROM IS SUB**
A report of the Chamberlain
For Information
(Pages 33 - 36)
12. **INFORMATION SYSTEMS - QUARTERLY UPDATE**
A report of the Chamberlain
For Information
(Pages 37 - 40)
13. **INFORMATION SYSTEM RISK REGISTER**
A report of the Chamberlain
For Information
(Pages 41 - 48)
14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

This page is intentionally left blank

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's Department
Graham Bell	Chamberlain's Department
Chris Anderson	Chamberlain's Department
Avril Stokes	Chamberlain's Department

In Attendance

John Chapman
Kay Andrews
Pearl Roberts
Graham Everett

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 1st year of the contract immediately at the rising of the next Finance Committee on the 21st 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.

Item No.
11 - 17

Paragraph(s) in Schedule 12A
3

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

Chairman

Contact Officer: Saimah Tahir
tel.no.: 020 7332 3113
saimah.tahir@cityoflondon.gov.uk

INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

Tuesday, 21 October 2014

Minutes of the meeting of the Information Systems Sub (Finance) Committee held at the Guildhall EC2 at 3.15 pm

Present

Members:

Roger Chadwick (Chairman)	Sylvia Moys
Jeremy Mayhew (Deputy Chairman)	Graham Packham
Randall Anderson	Dhruv Patel
Nigel Challis	Chris Punter
Hugh Morris	Deputy John Tomlinson

Officers:

Susan Attard	Deputy Town Clerk
Saimah Tahir	Town Clerk's Department
Peter Kane	Chamberlain's Department
Graham Bell	Chamberlain's Department

1. APOLOGIES

Apologies were received from Hugh Morris, Jamie Ingham Clark and Alderman Peter Estlin.

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

There were no declarations.

3. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

4. 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.

Item No.
5 & 6

Paragraph(s) in Schedule 12A
3

5. AGILISYS MANAGED SERVICE - YEAR 1 CONTRACT PERFORMANCE

Members asked a number of questions on the one year performance contract with Agilisys.

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

There were no items of urgent business.

The meeting closed at 4.12 am

Chairman

Contact Officer: Saimah Tahir
tel.no.: 020 7332 3113
saimah.tahir@cityoflondon.gov.uk

Board:	Date(s):
Information Systems Sub Committee	9 th December 2014
Subject:	Public
Head of IT Update.	
Report of:	For Information
Chamberlain	

Summary

This report provides Members with an update on the City's managed IS service contract, capacity management, PSN accreditation and work with City Police.

Managed Service Contract

As reported last month there had been some issues around an escalation in service issues, this has been managed effectively by IS working in partnership with Agilisys and we are helping them to complete a programme of service management.

Capacity Management (storage)

One of the requirements of the Agilisys managed service contract was the reduction in storage requirements of the City. Agilisys can provide the information to help the City achieve this.

Public Service Network

We have commissioned an IT health check of our network, which will produce a list of actions to be worked through. The City is working with the City Police on both public service network submissions as a joint project.

City Police Collaboration

Work is underway to integrate the City and City Police IS teams and transitioning City Police IS functions and infrastructure to Agilisys. This project will require considerable effort and resource over the next 3-6 months.

The Police Know Fraud system was successfully transferred to hosting at the City. The project completed within the expected timescale.

Main Report

1. This report provides Members with an update on the City's managed IS service contract, Public Service Network (PSN) accreditation and work with City Police.

Managed Service Contract

2. City IS has been supporting Agilisys to deliver a model of service delivery and management using the ITIL (IT Infrastructure Library) framework. ITIL is a methodology of best practice for IT delivery and is widely adopted in the private and public sector.
3. This is particularly important as the image and reputation of IS has a clear dependency on the performance of the managed service contract. This is the future operating model of IS, becoming an Intelligent Client commissioner of services, rather than a provider of services.
4. As part of contract monitoring, Agilisys are producing a balanced scorecard which gives a 1 page view of how they are performing. This is an extremely useful mechanism for assessing how the contract is operating and can be communicated easily across the organisation.

Capacity Management (storage)

5. The managed service contract has a requirement that storage will decrease over the lifetime of the contract by 18%. At the moment the Corporation is showing annual growth of 16%.
6. 15Tb of this is taken by over 7 million image files, 16 million files have not been accessed for more than a year.
7. City IS will carry out further investigations on storage and make some recommendations which will take into account retention policies and also data protection legislation.
8. City IS will work with Agilisys in understanding if there are any financial implications for the increase in storage.

Public Service Network (PSN)

9. Agilisys have been engaged to progress the PSN check of the Corporation network. Agilisys are discussing the scope and timescale of the IT Health Check with a 3rd party, Encryption.
10. The IT Health check will be scheduled in by the end of December and produce a report of required actions in January.
11. This work will be co-ordinated by the Project Manager for the joint network refresh project for the City and City Police to ensure a consistent approach is taken.

Joint Working with City Police

12. Teams are now being joined together at management level. City IS and City Police IS have been working together at a technical level for a number of months and any infrastructure work is being planned jointly.
13. The Guildhall Yard East build work is substantially complete with most floors finished. The installation of IT equipment starts on 17 November as per the plan, with furniture arriving in December ready for the first staff to move in during January.
14. The Know Fraud procurement process is moving into the invitation to tender stage, City IS have been supporting NFIB throughout and will provide help and guidance for clarifications from potential suppliers. The new contract is intended to be awarded on 1 April 2015.

Contact:

Gary Griffin

gary.griffin@cityoflondon.gov.uk

This page is intentionally left blank

Board:	Date(s):
Information Systems Sub Committee	9 th December 2014
Subject:	Public
Progress Report on Strategic Programmes and all IS projects.	
Report of:	For Information
Chamberlain	

Summary

1. This report provides an update on the IS Project Portfolio. It highlights key issues and risks and includes mitigating actions to drive projects back to green status.
2. At present three projects are in red status, Oracle, E-Invitations and Infrastructure as a Service (IaaS). One project is in amber status, Information Technology Infrastructure Library (ITIL).

- a. **Oracle (Red)** – Following on from the reviews and workshops that have taken place and was reported in the last IS Sub Report. The Programme team have reviewed the key deliverables to ensure that the programme has the correct resources, both internal and external to deliver. The new resources assigned provide greater strength on both the programme delivery and the delivery of business change. Their input into the programme will reduce risk and increase benefits. As part of the re-plan and extension to the go live date, additional funding was required. This additional funding requirement was approved by the Finance Committee on the 21st October and will be presented at the next Resource Allocation Sub Committee 11th December.

The Oracle programme has passed a significant milestone as the Oracle ERP Programme Steering Group agreed on Thursday 20th November that the programme should move into User Acceptance Testing (UAT). The UAT phase is a critical activity as it brings together testing of the end to end business scenarios, business data and technical solution for the first time. The programme remains on plan for go live at the end of February 2015.

- b. **E-Invitations (Red)** – The project is at Red status as no developer has been appointed and this will delay the overall delivery. Meeting held with the Sponsor to review options. Meeting with the Corporate Programme Delivery Unit to assess whether it is appropriate to review other solutions including best in class 3rd party Events Management applications. On the 13th November stakeholders agreed, that due to the barriers being experienced with developing for the existing CRM system, the current project should be closed and resource used to prepare an opportunity form looking at a standalone events management database / system. This form would be submitted through the new Corporate Programme Delivery Unit (CPDU) to be assessed and prioritised by a Summit Group made up of Chief Officers.
- c. **Infrastructure as a Service (IaaS) (Red)** – The project has changed from Amber status to Red status as a number of high risk migrations were put on hold due to technical issues. These issues have now been resolved, but the implication on timescales has yet to be quantified. A revised plan will be submitted to the Board for approval on 3 December

2014. To date 58% of all servers have been migrated.

- d. **Information Technology Infrastructure Library (ITIL) (Amber)** – The Project has now commenced phase 2 which is the delivery of nine processes. The project is at Amber status as there are resource constraints that have affected the delivery of the process workshops. Overall the programme team do not envisage that this will impact the overall project timescales.
3. The entire IS Portfolio has decreased from 59 projects to 52, 26 are in flight, 7 are being scoped, 17 are unallocated, 1 is on hold and 1 is closed.

Recommendation

The report is received.

Main Report

Background

1. This report follows on from the update presented at the previous IS Sub Committee 25 June 2014. It presents a current view of project progress, highlighting projects in amber and red status and mitigating actions.
2. A one-page summary providing a status update against all the IS Strategic themes can be found in Appendix A. In summary the RAG status against each theme is as follows:-
 - a. Building an Effective Corporation (Oracle) = Red
 - b. Customer Services Strategy = Green
 - c. Promoting the City = Green
 - d. Better Working Practices = Green
3. In the previous IS Sub Committee 23 September 2014, the IS Division reported a list of 59 projects. Since then, this list has decreased to 52. Out of the 52 projects, 26 are in flight, 7 are being scoped, 17 are unallocated, 1 is on hold and 1 is in the process of closure on the Corporate Project Vision tool. Appendix B provides further insight into the resource breakdown (City of London internal staff vs Agilisys) and projects closed since the last reporting period.
4. Appendix C presents a short progress update on key projects, along with RAG status and completion dates. This report also includes the direction of RAG travel.

Contact:

Graham Bell

Chief Information Officer

graham.bell@cityoflondon.gov.uk

1. Appendix A – Programme Updates

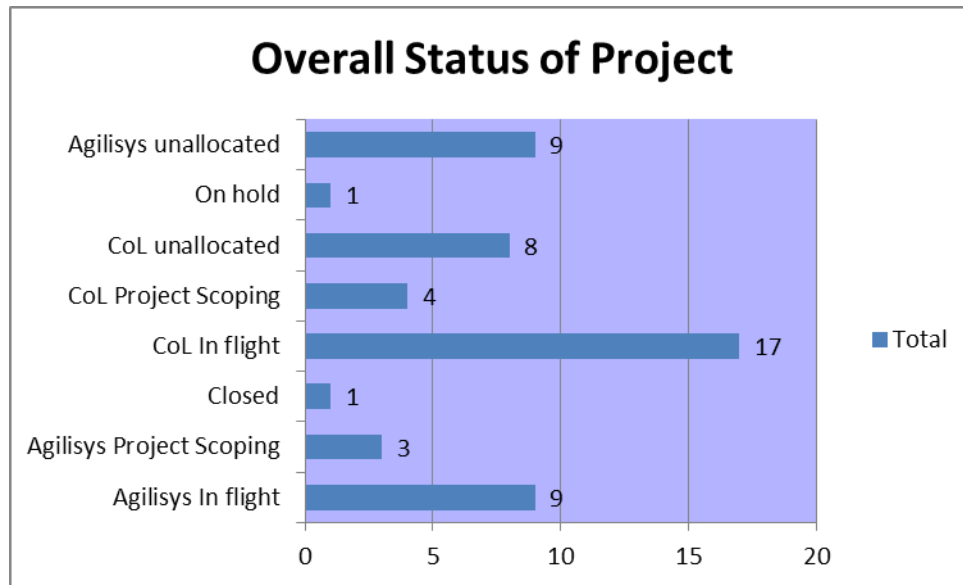
The following provides progress against objectives for the four key programmes as outlined in the IS Strategy.

Theme	RAG	Status Update	Next Steps
Building an Effective Corporation (Oracle)	RED	The Oracle programme has passed a significant milestone as the Oracle ERP Programme Steering Group agreed on Thursday 20th November that the programme should move into User Acceptance Testing (UAT). The UAT phase is a critical activity as it brings together testing of the end to end business scenarios, business data and technical solution for the first time. The programme remains on plan for go live at the end of February 2015.	<ul style="list-style-type: none"> • Further communication, including departmental briefings • Operational Business Readiness (i.e. what does this programme mean for my day to day role) starts in December 2014 • End user training commences in January 2015.
Customer Services Strategy	Green	<p>The project continues to remain at Green status as the programme milestones are on track.</p> <p>From now on the Town Clerk's department will be leading on Customer Services activities.</p> <p>As there are no IS deliverables for this programme reporting will switch from IS Sub Committee to Efficiency and Performance Sub Committee. Should in future IS be required to carry out any projects as part of this programme these will be reported to the IS Sub Committee.</p>	<p>Next steps:</p> <ul style="list-style-type: none"> • Date to be set for first Customer Services Steering Group • 1st Customer Services Steering Group to review: <ul style="list-style-type: none"> ○ Terms of Reference ○ Customer Services Strategy Executive Summary ○ Customer Services Roadmap • Polling and segmentation of Customer Carewords top tasks • Close of McLaren Community Safety survey and start of analysis
Promoting of City - Telecommunications	Green	<p>The programme objective is to achieve a comprehensive solution for ubiquitous connectivity for residents, visitors, workers and small businesses in the square mile and see a market led solution or supply side intervention to deliver the project objectives.</p> <p>The project team is making good progress with actions as follows: -</p> <ol style="list-style-type: none"> 1. Enhanced consultation (to assess and quantify demand & market effectiveness) as per the Communications Plan; participation in Mayor's Connectivity Summit and SME promotional event to publicise the project & Connections Voucher scheme 2. Gateway 3/4 Report approved by Project Sub and Policy & 	<ul style="list-style-type: none"> • Launch RfQ for Wireless Consultation external advisors and demand modelling • Continue implementation of FTTC trial project infrastructure by Openreach • Agree additional project team resources • Continue successful engagement with Tech City and Westminster CC • Continue successful engagement with other fibre providers • Facilitating Connection Voucher Scheme applications for CoL SME tenants.

		<p>Resources Committee</p> <p>3. Delivery options now defined together with finalised timeline and project delivery and resources plan with key stages , decision points and governance</p> <p>4. We have commenced implementation of pilot project infrastructure as a possible limited solution for residents and SMEs. Fibre provider consultation has continued and we continue to enjoy support from BD UK/BIS.</p>	<ul style="list-style-type: none"> • Commence preparation of Gateway 5 report • Continue to implement communications plan • Initiate Open Market Review in conjunction with BIS and BDUK.
Better Working Practices	Green	<p>Whilst the overall strategic direction is awaiting feedback from the service review submission, individual department project requests are being progressed wherever possible although some dependencies on wider corporate initiatives have caused delays. Significant progress to note in September is that the new corporate VPN is now available to request from the IS service desk following a successful pilot.</p>	<ul style="list-style-type: none"> • Rollout Outlook Web Access across organisation • Explore usage of Office 365 to meet specific business needs

2. Appendix B – Portfolio breakdown

The Portfolio and Change Team are reporting 52 Projects. 17 with in-house IS resource, 9 are being delivered by Agilisys, 7 are in scoping, 17 remain unallocated, 1 is on hold and 1 is in the process of being closed on the Project Vision Corporate tool.



- **Scoping** = a project idea is being explored and documented into a project proposal (including business case)
- **Unallocated** = an idea has been submitted and an IS resource is yet to be assigned to conduct a scoping exercise
- **On hold** = the customer is uncertain as to whether they wish to progress with the project

Five projects have closed since the last report:-

- **Virtual Private Network (VPN) Remote Working (Chamberlain's)** – to provide remote access to the City of London Disaster Recovery Service and to provide VPN to enable users to work remotely.
- **City Action Database (Town Clerk's)** – To transfer the Economic Development Office's (EDO) unsupported volunteers' database onto the City of London CRM system and provide additional reporting functionality.
- **Online Electoral Registration Forms (Town Clerk's)** – to provide an online form for business voters and electronically import data into the Halarose system to improve take up of voters and reduce administration time entering data manually.
- **Consultation Database (Town Clerk's)** – To improve the customer experience of the consultation database on the City of London Website.
- **City of London Procurement Service (CLPS) Helpdesk move to Contact Centre** -.To develop functionality within the CRM system to enable the Contact Centre to run the CLPS Helpdesk service.

Appendix C - Project Dashboard: Update on most significant IS projects – both ‘In flight’ and ‘In scope’

The project dashboard has been separated into 2 distinct areas for ease of interpreting the key delivery phase for each initiative.

- **In flight projects** - proposals and funding have been agreed, projects are underway
- **In scope projects** - further research, stakeholder consultation and business case discussions are underway before defined proposals can be submitted and agreed.

RAG Status Definitions

RAG Categorisation	Project Status
Red	The project will not be completed within the agreed budget, timetable or specification and a decision will be required on how to proceed
Amber	The project is in danger of not being completed within the agreed budget, timetable or specification but action is being taken to ensure that the project will be delivered within agreed limits
Green	The project will be delivered on budget, time and to the agreed specification


Direction of Travel:





The Direction of travel indicator compares current information with the last report.

- Up arrow is improvement,
- Down arrow is deterioration and
- Forward arrow means no change.
- Colour of the arrows represents the RAG status the project has moved into in this reporting period.



Please note: with the introduction of benefits realisation and business case activity we will in time update data missing from this table.

Current IS In Flight Projects: i.e. the project proposal has been agreed: status report


Projects 2012 - 13	IS Stage / Gateway	Previous period RAG status	Current period RAG status	Direction of Travel	Project Manager	Project Sponsor	Planned completion date	Current completion date	Original Capital budget	Original Revenue budget	Budget RAG status	IS Staff days (Budget / Actual)	Notes
Oracle ERP (R12)	Corporate Gateway 6	Amber	Red		Carl Collins-McCarthy	Peter Kane	Feb-15	Feb-15	£2.34m		Red	Being finalised due to the re-baseline	The project is at a controlled red status, refer to status update in Appendix A
Network Refresh 'Network Renewal - Lot 1 (WAN replacement)	Implementation	Amber	Green		Andy Goodey	Gary Griffin	Dec-13	July-14		Part of the Agilisys contract	Green	250 Days Budget 240 Days Actual	There are 2 sites still to be completed. Remaining sites require permission from Crossrail, scheduled for completion late November
SharePoint Expansion Strategy [Part of Better working Practices Programme]	Implementation	Amber	Green		Richard Reilly	Graham Bell	June 2014	June 2014		£77K	Green	80 Days Budget 40 Days Actual	The programme is currently Green work has commenced on the roll out of team sites

Projects 2012 - 13	IS Stage / Gateway	Previous period RAG status	Current period RAG status	Direction of Travel	Project Manager	Project Sponsor	Planned completion date	Current completion date	Original Capital budget	Original Revenue budget	Budget RAG status	IS Staff days (Budget / Actual)	Notes
Liberata, Revs & Bens Insourcing	Implementation	Green	Green		Michelle Wells	Suzanne Jones	October 2014	October 2014	£460K		Green	Budget days not allocated 365 Days Actual	The Project is at Green status as this is now live and a closure report is required for Project Vision Tool.
Infrastructure as a Service (IaaS)	Implementation	Amber	Red		Agilisys, Jamie Hewitt	Gary Griffin	November 2014	November 2014		Part of the Agilisys contract	Green	308 + Agilisys staff	Migrations for the high complex systems are underway, however challenges are being faced.
Information Technology Infrastructure Library (ITIL)	Implementation	Amber	Amber		Agilisys, Rob Colley	Graham Bell	December 2014	December 2014		Part of the Agilisys contract	Green	110 Days Budget 52 Days Actual	<i>Project has now commenced phase 2 which is the delivery of nine processes.</i>
System Rationalisation	Implementation	Green	Green		Janet Baker	Graham Bell	March 2015	March 2015		No budget	Green	252 Days budget 27 Days Actual	3 rd Party supplier is providing the implementation plan and all deliverables have been agreed

Projects 2012 - 13	IS Stage / Gateway	Previous period RAG status	Current period RAG status	Direction of Travel	Project Manager	Project Sponsor	Planned completion date	Current completion date	Original Capital budget	Original Revenue budget	Budget RAG status	IS Staff days (Budget / Actual)	Notes
Corporate Pensions System	Implementation	Amber	Green	↑	Fay Sutton	Suzanne Jones	December 2014	27 October 2014	£321k		Green	30 Days budget 43 Days Actual	The Project is at Green status as this is now live and a closure report is required for Project Vision Tool.
Libraries Programme	Implementation		Green	→	Conal Brennan	Sara Pink	March 2015	March 2015	Report currently being produced	£59K (Grant Funding)	Green	Budget days being calculated 20 Days actual	The programme is at a Green status as the Purchase Order has been raised to commence WiFi installation
Business Risk Management System	Implementation	Green	Amber	→	Janet Baker	Suzanne Jones	March 2015	March 2015		£12k	Green	18.5 Days budget 10 Days actual	Project status is Green. Project implementation progressing. Project completion March 2015. Training booked for 25 & 26 November.

Projects 2012 - 13	IS Stage / Gateway	Previous period RAG status	Current period RAG status	Direction of Travel	Project Manager	Project Sponsor	Planned completion date	Current completion date	Original Capital budget	Original Revenue budget	Budget RAG status	IS Staff days (Budget / Actual)	Notes
Adult Skills Replacement Database	Implementation	Amber	Green		Louisa Itam	Neal Hounsell	November 2014	November 2014		£14.625k	Green	117 Days Budget 35 Actual Days	The work package for Agilisys to install the application has been signed off. Data preparation is also underway for migration.
Tower Bridge External Website	Implementation	Green	Green		Mark Hirst	Josephine Noti	November 2014	November 2014		£10.25k	Green	5 Days budget 10 Days actual	The website will go live on 10 November 2014.

Current Projects being scoped and subject to further agreement and research.

Pipeline 2013-2014	IS Stage / Gateway	Previous period RAG status	Current period RAG status	Direction of Travel	Project Manager	Project Sponsor	Planned completion date	Current completion date	Original Capital budget	Original Revenue budget	Budget RAG status	IS Staff days (Budget / Actual)	Notes
Customer Access Services Programme	IS Stage Gate 1	Green	Green		David Hunt	Graham Bell	December 2015	December 2015	£41K	£0	Green	TBC	The customer surveys are underway

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank