# INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

## Wednesday, 11 March 2015

**Minutes of the meeting of the Information Systems Sub (Finance) Committee held at the Guildhall EC2 at 12.00 pm**

**Present**

**Members:**

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| Roger Chadwick (Chairman) | Graham Packham |
| Jeremy Mayhew (Deputy Chairman) | Dhruv Patel |
| Randall Anderson | Deputy John Tomlinson |
| Sylvia Moys | |

**Officers:**

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

1. **APOLOGIES**
   Apologies were received from Nigel Challis, Alderman Peter Estlin, Jamie Ingham Clark, and Hugh Morris.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
   There were no declarations.

3. **MINUTES OF THE PREVIOUS MEETING**

   **RESOLVED:** That the public minutes and non-public summary of the meeting held on 9 December 2015, be approved as a correct record.

4. **HEAD OF IT REPORT - TECHNOLOGY ROADMAP**
   The Sub-Committee considered a report of the Chamberlain which provided Members with the Technology Roadmap and an update on the progress of key activities within the Roadmap.

   Members were informed that Windows 8.1, for touch screen devices was being investigated by the Information System department and once it was approved testing would begin before it was rolled out.

   The Sub-Committee were informed that although the City of London Corporation had a single contract for purchase of IT equipment, individual

departments would only buy devices if they had space in their budget. It was proposed that this was changed to a centralised system, with the Information System department holding the budget for purchasing equipment as well as procuring the equipment which would create savings.

In response to a question, Members were informed that departments wanting to purchase new equipment, would be given between three to four options allowing for the Information System department to cater for the City of London Corporation's IT needs as a whole.

**RESOLVED**: that Members;
1. to review the Technology Roadmap;
2. to endorse the approach being taken across the main project areas;
3. note the intention to return with detailed design, costing and business cases in quarter 3 of 2015; and
4. note the intention to review the Information System strategy and report back to this Committee in quarter 3 of 2015.

5. **AGILISYS MANAGED SERVICE - FINANCIAL REPORT**
The Sub-Committee considered a report of the Chamberlain which provided Members with an update, on the financial performance of the City of London Corporation's Managed Information System service contract with Agilisys Ltd.

The Chief Information Officer advised that, although the cost of the contract remained within budget. There was potential for this to be exceed as a result of increase in data storage volumes, this was due to the City of London Corporation data storage needs being estimated at 20% less in the original contract. A Member noted that the cost of data storage continued to decrease and asked Officers to ensure that the contract with Agilisys for data storage remained value for money. Officers assured the Sub-Committee that the contract was on a pay as you use basis, the more that was used the more it cost.

During the discussion and debate of this item, the following issues were raised/noted:

1. That the Apprenticeship Programme had not employed 100 Apprentices as was detailed in the original contract. Officers explained that as a result of this an interim agreement had been reached between Agilisys and the City of London Corporation to cross refer suitable candidates for an apprenticeship to each other.
2. A overview comparing the City of London Corporation contract with the City of London Police and Oracle contract would be beneficial to benchmark the progress made so far; and

3. The Sub-Committee requested a review for the second year of the Agilisys contract with the City of London Corporation be arrnaged.

**RESOLVED:** that;
1. an overview of the City of London Corporation Police and the Oracle contract take place, to check the progress made against the City of London Corporation's contract;
2. a review of the second year of the contract with the Agilisys be organised to check progress made; and
3. to note the report.

6. **SUPERFAST CITY PROGRAMME UPDATE**
The Sub-Committee considered a report of the Chamberlain which provided Members with an update on the Superfast City Programme, which assessed the effectiveness in delivery of high-speed fibre broadband across the City.

The Chief Information Officer, explained that there had been positive engagement with British Telecom (BT) Openreach with regards to rolling out superfast broadband across the City. This was due to a number of tenants and businesses signing up for the service since the pilot had finished. A further meeting had been scheduled for two months' time with BT Openreach to review the services.

The Chairman noted that there were a number of Members who had expertise in this area and reminded the Sub-Committee that their role was to provide a strategic overview of projects rather than have detailed discussion. He went onto suggest that an informal meeting take place for Members who wished to discuss the report in detail. The Town Clerk agreed to arrange an informal meeting of the Sub-Committee.

RESOLVED: That;
1. an informal meeting of the Sub-Committee be arranged to discuss the report in detail; and
2. to note the report.

7. **THE WAY WE WORK DOCUMENT AND FLIER**
The Sub-Committee considered a report of the Chamberlain regarding the Way we Work document and flier.

The Sub-Committee were informed that on the 1st August 2013, the City of London Corporation agreed with Agilisys a managed service for the provision of its IT services. To assist departments in understanding the changes and how to access IT Services, two documents had been produced. The first document was called The Way we Work, this was aimed at departments to help them to understand how to access IT services. The second was a flier with the same name, this was aimed at users to provide a quick guide to IT services.

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

8. **CONTRACT PERFORMANCE REPORT**
   *This report was moved into the public domain.*

   The Sub-Committee considered a report of the Chamberlain which provided Members with an update on the performance of the Managed Service contract with Agilisys. Performance against a range of key performance indicators were good and continued to improve.

   In response to a question, the Sub-Committee were informed that on the Balanced Scorecard, P3 related to IT issues for individual issues, these issues had been ongoing for a number of months. There was agreement that a report would be brought to a future meeting highlighting the performance of P3 covering the last few months.

   **RESOLVED:** That;
      1. a report be brought to a future Sub-Committee on the performance of P3 delivery; and
      2. the report be noted.

9. **PROGRESS REPORT ON STRATEGIC PROGRAMMES AND ALL IS PROJECTS.**
   The Sub Committee received a report of the Chamberlain setting out progress on Strategic Programmes and all Information System projects.

   The Sub-Committee were informed that both Oracle and Infrastructure as a Service (IaaS) projects were red rated. Information Technology Infrastructure Library (ITAL), CRM Integration Works Manager, and the Wide Area Network (WAN) were all amber rated.

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

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
    There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
    There was no other business.

12. **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. | Paragraph(s) in Schedule 12A |
|---|---|
| 13 - 16 | 3 |

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

   **RESOLVED:** That the non-public minutes of the meeting held on 9 December 2015, be approved as a correct record.

14. **ACTION AND KNOW FRAUD PROJECT**
   Members received a report of the Commissioner of the City of London Police concerning the progress of the Action Fraud Project. They were informed that the contracts that supply these services were due for renewal and a procurement process was underway. Three bids had been received under the Invitation to Tender process from IBM UK Ltd, Steria UK and BAE Systems. An evaluation process would now take place with an award being made in April/May 2015.

   In response to a question, the Chief Information Officer informed the Sub-Committee that there was sufficient interest in the tender by vendors and the three most appropriate vendors went onto bid in the Invitation to Tender process.

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

15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
   There were no non-public questions.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
   There were no urgent items.


**The meeting closed at 1.30 pm**


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Chairman


**Contact Officer: Jacqui Daniels**
 **tel.no.: 020 7332 1480**
**jacqui.daniels@cityoflondon.gov.uk**