

INFORMATION TECHNOLOGY SUB (FINANCE) COMMITTEE

Tuesday, 7 June 2016

Minutes of the meeting of the Information Technology Sub (Finance) Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

Jeremy Mayhew (Chairman)	Deputy Jamie Ingham Clark
Deputy Roger Chadwick (Deputy Chairman)	Sylvia Moys
Randall Anderson	Graham Packham
Nigel Challis	Deputy John Tomlinson
Deputy John Chapman	James Tumbridge

Officers:

Christopher Braithwaite	- Town Clerk's Department
Fern Aldous	- Town Clerk's Department
Peter Kane	- Chamberlain
Kevin Mulcahy	- Chamberlain's Department
Simon Woods	- Chamberlain's Department
Gary Brailsford-Hart	- City of London Police

1. **APOLOGIES**

Apologies for absence were received from Hugh Morris and Chris Punter.

Members, Officers and Agilisys Representatives introduced themselves.

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 previous meeting are approved as an accurate record.

4. **REVIEW OF OUTSTANDING ACTIONS**

The Sub-Committee considered a report of the Town Clerk which provided details of Outstanding Actions from previous meetings.

The Town Clerk advised that, in future, the Outstanding Actions report would include target dates and responsible officers for all items. The Chairman informed the Sub-Committee that he had requested officers to ensure that a strategic work plan was provided to the Sub-Committee which provided Members with a better sense of the cycle of business for the Sub-Committee.

With regard to the Oracle Business Benefits project, the Chamberlain advised that reports on this project would be submitted to this Committee and the Efficiency and Performance Sub-Committee.

With regard to notifications to Members of outages, a Member suggested that it may be beneficial to provide this notification to personal email addresses and by text, as City of London addresses may be inaccessible.

RESOLVED – That the Sub-Committee notes the report.

5. IT DIVISION MEMBER UPDATE

The Sub-Committee considered a report of the Chamberlain which provided Members with an update regarding recent changes within the Information Technology Department.

The Chamberlain advised Members that it was not currently intended to replace the Chief Information Officer on a like-for-like basis. The Sub-Committee agreed that it would be beneficial to hold a Members' Only session at the end of the meeting to discuss the changes to the IT Department.

The Chamberlain advised the Sub-Committee that the primary short-term goal for the Department was to stabilise the IT systems. To support this work, a significant amount of work had been conducted to develop a detailed risk register for all IT systems.

The Chamberlain advised the Sub-Committee that a survey would be conducted with all Members to identify their IT needs. Members suggested that part of this survey should ask Members what they wished to use the IT systems for.

The Chamberlain also requested that Members provide suggestions for potential subjects for the IT Workshops. Members suggested the following topics: the Good system; the mobilisation and governance process for large systems projects; the IT Strategy; applications architecture; and the current status of the IT systems. The Chamberlain welcomed these suggestions and requested that Members provide any further suggestions by email.

RESOLVED – That the Sub-Committee notes the report.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

8. 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 Schedule 12A of the Local Government Act.

Item No.	Paragraph(s) in Schedule 12A
9-20	3

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

The non-public minutes of the last meeting were approved as an accurate record, subject to an addition in relation to the use of Oracle by the Department of Markets and Consumer Protection.

10. **REVIEW OF OUTSTANDING ACTIONS - NON-PUBLIC MINUTES**

The Sub-Committee noted a report of the Town Clerk which provided information of outstanding actions from previous meetings.

11. **AGILISYS SERVICE UPDATE**

The Sub-Committee received a presentation from the Chamberlain and Agilisys which advised Members of recent performance of the Agilisys Managed Service.

The Chairman advised Officers and Members that he would always insist on presentations being provided to Members well in advance of the meeting to allow Members to consider the issues set out within the presentation. Members agreed that the presentations would need to include sufficient text to ensure that they were comprehensible in advance of the presentation being discussed at the meeting.

12. **MANAGING PROJECT PRIORITIES ACROSS THE CITY OF LONDON CORPORATION AND THE CITY OF LONDON POLICE**

The Sub-Committee considered a presentation of the Chamberlain which provided information regarding the model which would be used to Prioritise IT Projects.

13. **PRIORITY PROGRAMME UPDATE**

The Sub-Committee noted a report of the Chamberlain which provided an update on progress on the IT Priority Projects.

14. **IT INFRASTRUCTURE SERVICES - PERFORMANCE IMPROVEMENT PLAN - GATEWAY 2 PROJECT PROPOSAL**

The Sub-Committee noted a report of the Chamberlain which provided details of a project to improve IT Infrastructure Services.

15. **WIDE AREA NETWORK (WAN) REPLACEMENT - GATEWAY 2 - PROJECT PROPOSAL**

The Sub-Committee noted a report of the Chamberlain which provided information regarding a project to replace the Wide Area Network for the City of London Corporation and City of London Police.

16. **WIRELESS CONCESSION PROGRESS REPORT**

The Sub-Committee noted a report of the Chamberlain which provided an update on the progress to date on the wireless concession work-stream.

17. INFORMATION SECURITY & MANAGEMENT - UPDATE

The Sub-Committee noted a report of the Chamberlain which provided information regarding the Corporation and the City of London Police's Information Security and Management programme.

18. IT DIVISION APPROACH TO THE AGILISYS CONTRACT RENEWAL

The Sub-Committee noted a report of the Chamberlain which provided information regarding the approach which would be taken by the IT Division to support the Sub-Committee in reaching a decision regarding the extension of the IT Managed Service Contract with Agilisys.

19. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no non-public questions.

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

There was no other non-public business.

Following this item, a Members only session was conducted to allow Members to discuss with the Chamberlain the recent changes to the IT Division.

The meeting closed at 1.15 pm

Chairman

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