



Information Technology Sub (Finance) Committee

Date: MONDAY, 26 MARCH 2018
Time: 2.15 pm
Venue: COMMITTEE ROOMS - WEST WING, GUILDHALL

Members: Deputy Jamie Ingham Clark (Chairman)
Hugh Morris (Deputy Chairman)
Rehana Ameer
Randall Anderson
Deputy Keith Bottomley
John Chapman
Tim Levene
Jeremy Mayhew
Deputy Robert Merrett
Sylvia Moys
James Tumbridge

Enquiries: John Cater
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N.B. 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 MEETING**
To agree the public minutes of the meeting held on 9th February 2018.

For Decision
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**
Joint report of the Town Clerk and Chamberlain.

To Follow

For Information
5. **WORK PROGRAMME FOR FUTURE MEETINGS**
Report of The Chamberlain.

For Information
(Pages 7 - 8)
6. **INTRODUCTIONS - NEW IT SENIOR MANAGEMENT TEAM**
Verbal Report of The Chamberlain.

For Information
7. **INTERACTIVE DIGITAL SESSION - IPAD DEMO FROM IT ON HOW TO ACCESS EMAIL, CALENDAR AND ONEDRIVE AND USE OF SHAREPOINT FOR COLLABORATION**
Report of The Chamberlain.

For Information
8. **IT DIVISION UPDATE**
Report of The Chamberlain.

For Information
(Pages 9 - 12)
9. **IT RISKS UPDATE**
Report of The Chamberlain.

For Information
(Pages 13 - 18)

- 10. **GDPR UPDATE**
Report of The Comptroller and The City Solicitor.

For Information
(Pages 19 - 22)
- 11. **DATA PROTECTION POLICY**
Report of The Comptroller and The City Solicitor.

For Decision
(Pages 23 - 32)
- 12. **MEMBER SURVEY**
Verbal Report of The Chamberlain.

For Information
- 13. **WEB PROJECT UPDATE**
Joint Report of The Chamberlain and The Town Clerk.

For Information
(Pages 33 - 36)
- 14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
- 15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
- 16. **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 Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

- 17. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**
To agree the non-public minutes of the meeting held on 9 February 2018.

For Decision
(Pages 37 - 40)
- 18. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**
Joint report of the Town Clerk and Chamberlain.

To Follow

For Information

19. **IT SECURITY UPDATE CR16**
Report of The Director of Information & Chief Information Security Officer.

To Follow

For Information

20. **POLICE IT PROJECTS - UPDATE REPORT**
Report of The Chamberlain.

For Information
(Pages 41 - 44)

21. **PERSONAL ACCESS DEVICE POLICY**
Report of The Chamberlain.

For Decision
(Pages 45 - 56)

22. **EMAIL USE POLICY**
Report of The Comptroller and The City Solicitor.

For Decision
(Pages 57 - 70)

23. **IT OPERATING MODEL AND STRUCTURE CHANGES PROPOSAL**
Report of The Chamberlain.

For Information
(Pages 71 - 92)

24. **TRANSFORMATION - STRATEGIC**
Report of The Chamberlain.

For Information
(Pages 93 - 100)

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

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