

# INFORMATION TECHNOLOGY SUB (FINANCE) COMMITTEE

**Monday, 26 March 2018**

Minutes of the meeting of the Information Technology Sub (Finance) Committee held at Guildhall, EC2 on Monday, 26 March 2018 at 2.15 pm

## **Present**

### **Members:**

Deputy Jamie Ingham Clark (Chairman)  
Hugh Morris (Deputy Chairman)  
Rehana Ameer  
Deputy Keith Bottomley  
John Chapman  
Jeremy Mayhew  
Deputy Robert Merrett  
Sylvia Moys

### **Officers:**

John Cater	-	Town Clerk's Department
Paige Upchurch	-	Town Clerk's Department
Bob Roberts	-	Town Clerk's Department
Peter Kane	-	Chamberlain's Department
Sam Collins	-	Chamberlain's Department
Kevin Mulcahy	-	Chamberlain's Department
Sean Green	-	IT Department
Sam Kay	-	IT Department
Matt Gosden	-	IT Department
Gary Brailsford-Hart	-	City of London Police
Andrew Bishop	-	City of London Police
Michael Cogher	-	Comptroller

Present from Agilisys:

Adrian Davey  
Eugene O'Driscoll  
Sean Grimes  
Andrew Mindenhall

## **1. APOLOGIES**

Apologies were received from Randall Anderson and James Tumbridge.

## **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 of the meeting held on 09 February 2018 be approved as an accurate record.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Sub-Committee considered a joint report of the Town Clerk and the Chamberlain which provided updates of outstanding actions from previous meetings:

- The Chairman reminded the Members to complete the Member Survey.

**RESOLVED:** That the Sub-Committee noted the report.

5. **WORK PROGRAMME FOR FUTURE MEETINGS**

The Sub-Committee received a report of the Chamberlain regarding the Work Programme for future meetings and the following points were made:

- The Chairman commented that the roll out date for the report on GDPR was July, not June as mentioned in the report.
- The Chairman commented that future reports would take a greater look forward, looking further than the next two months.

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

6. **INTRODUCTIONS - NEW IT SENIOR MANAGEMENT TEAM**

The IT Director provided an oral update to the Sub-Committee introducing Sam Collins; the new Head of Change and Engagement, and Andrew Bishop; the new Police Head of IT.

**RESOLVED:** That Members noted the new additions to the IT senior management team.

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

Modern.Gov Demonstration

The IT Director provided the Sub-Committee with a demonstration on the Modern.Gov app and the following points were made:

- The IT Director informed Members that the app only provided public access when it is first downloaded, and private access could be obtained by contacting the Committee and Member Services team.

- The IT Director commented on the benefits of using the app including the ability to annotate and highlight sections of the papers and switching between the original and annotated agenda pack at the click of a button.
- The Chairman commented that the app allowed Members to have easy access to the papers that are only relevant to the Committees that each Member serves on. Also, that the app provided added security measures as information is kept in a separate secure app, rather than stored on the device.
- The IT Director informed Members that 'blue papers' could not be accessed via the Modern.Gov app.

#### One Drive Demonstration

The IT Director also provided the Sub-Committee with a demonstration on using One Drive and the following points were made:

- The IT Director informed Members that One Drive was a cloud based service which was secure and remote and users could share documents by inviting them into the document and editing the documents from different devices, rather than having multiple versions of the same document.
- The Chairman commented that the document author could decide who to share the document with, whereas with Share Drive an IT Officer decided access rights. It was further commented that One Drive was useful for Chairman and Deputy Chairman, particularly when dealing with urgencies.
- In response to a question the Chamberlain confirmed that One Drive could be used via outlook by way of document link, but this does not allow shared access.
- The IT Director commented that Blue Papers are likely to run off of One Drive in the future.

**RESOLVED:** That Members noted the demonstrations and agreed that demonstrations on new technology are a useful addition to the Sub-Committee meetings.

#### 8. **IT DIVISION UPDATE**

The Sub-Committee received a report of the Chamberlain regarding the IT Division update and the following points were made:

- The IT Director informed Members that throughout the "Beast is East" snow storm the Corporation experienced no issues and very few calls to the IT Desk whilst many employees were working from home with their laptops. The Chairman commented that the corporation was now able to consider how agile working might be implemented.

- The IT Director commented on a hardware failure with the planning portal in January and that the hardware needed replacing and to be placed on the same Agilisys platform as other systems. The Chairman requested that the IT Director come back to the Sub-Committee with further report on this issue.
- Members were informed that the Corporation had received its PCN licence and it would remain valid until the end of March 2018.

**RESOLVED:** That Members noted the update and that The IT Director look into replacing the planning portal and report back to the Committee.

#### 9. **IT RISKS UPDATE**

The Sub-Committee received a report of the Chamberlain regarding an update on IT Risks and the following points were made:

- The IT Director informed Members that the Department has incurred one new risk and that the resilience power infrastructure risk has reduced. The three risk categories were confirmed as IT service, IT security and GDPR.
- The Chairman commented that the department are in a strong position with a clear picture on risks.

**RESOLVED:** That Members noted the update.

#### 10. **GDPR UPDATE**

The Sub-Committee received a report of the Comptroller and City Solicitor regarding an update on GDPR and the following points were made:

- The Comptroller commented that the Corporation is in a good position in preparation for the new legislation regarding IT and policies and that the aim is to have compliance by 25<sup>th</sup> May 2018. It was further commented that in preparing for the GDPR the Comptroller has learnt that not all departments are fully compliant, but that breaches tend to be low level.
- The IT Director commented that the main changes in the department would be e-forms and considering the right to be forgotten. It was added that the department has been looking at where data has been stored in different systems and has been working with other regulators to ensure best practice.
- The Chairman commented that the 6 principles of data protection need to be known corporation wide and embedded into its culture.

**RESOLVED:** That Members noted the update.

#### 11. **DATA PROTECTION POLICY**

Members considered a report of the Comptroller and City Solicitor regarding the Data Protection Policy and the following points were made:

- The Comptroller commented that the policy is a straight forward one and that it should be reviewed annually. The Chairman commented that the policy should be reviewed at Member level in order to ensure openness and transparency and a Member commented that the reviews should be phased by section to ensure that the policy is considered closely.
- A Member questioned whether the policy should be included in the Members Code of Conduct. The Comptroller commented that this could bring about floodgates as all legal requirements could then be included and the code of conduct could become exhaustive. The Chairman added that the Code of Conduct should remain about principles and simple.

**RESOLVED:** That Members Approved and agreed to adopt the revised Data Protection Policy set out in Appendix 1 with effect from 25 May 2018.

## 12. **MEMBER SURVEY**

The Sub-Committee received an oral report from the Chamberlain regarding the Member Survey and the following points were made:

- There have been 36 responses so far and from these it has been found that:
  - 80% of Members use City of London equipment;
  - 16% use Modern.Gov;
  - Members provided good feedback on room equipment;
  - Members felt they had a good awareness of GDPR but wanted to know how it affects different roles;
  - Members did not take well to the suggestion of a secure email, as the city email address is sufficient;
  - Members commented on Wi-Fi issues, the department has worked with O2 to fix this problem.
- The Chairman commented that work should go into increasing the number of Members that use Modern.Gov in order to get full use out of the software and requested that a report is submitted to the next meeting detailing the findings.

**RESOLVED:** That the Members noted the update.

## 13. **WEBSITE PROJECT UPDATE**

The Sub-Committee received a report of the Chamberlain and the Town Clerk regarding an update on the website project and the following points were made:

- The Chamberlain informed Members that the project went to the Project Sub-Committee and received approval to go out to tender and the next stage is to consult about what the website should do and feature. It was added that the aim is to start building the website in 2019.

- The Chairman commented that other areas of the Corporation might want to 'piggyback' on the web design project, the Barbican was mentioned as an example. The Chamberlain confirmed that there is a meeting planned to establish this.
- In response to a question the Chamberlain confirmed that the whole project will cost £213,000 and the ongoing annual cost will amount to £80,000-£150,000.

**RESOLVED:** That Members noted the update.

**14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

Enhanced Wi-fi

In response to a question the IT Director confirmed that there have been no problems regarding enhancing the Wi-fi within the Guildhall complex.

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

Chairman's Thanks

- The Chairman thanked Adrian Davey who is leaving his role and commented that he has been the driver of the transformation project which has been a huge success.
- The Chairman also expressed his thanks to John Cater, the Committee Clerk who is stepping down from this role and welcomed Paige Upchurch who is taking over.
- The Chairman thanked The Members and Officers of the Committee for their work this year as it is the last meeting of the Common Council year.

**16. 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.

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

**RESOLVED:** That the non-public minutes of the meeting held on 09 February 2019 be approved as an accurate record.

**18. OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

The Sub-Committee considered a joint report of the Town Clerk and the Chamberlain which provided updates of outstanding actions from previous meetings that arose from the non-public minutes.

**19. IT SECURITY UPDATE CR16**

The Sub-Committee considered a report of the Chamberlain regarding an update on CR 16 Information Security Risk.

**20. POLICE IT PROJECTS - UPDATE REPORT**

The Sub-Committee received a report of the Chamberlain regarding Police IT projects.

**21. PERSONAL ACCESS DEVICE POLICY**

The Sub-Committee considered a report of the Chamberlain regarding a draft personal access device policy.

**22. EMAIL USE POLICY**

Members considered a report of the Comptroller and City Solicitor regarding the email use policy.

*- The Chairman considered item 24 next so that those from Agilisys could leave the meeting after this item.*

**24. TRANSFORMATION - STRATEGIC**

The Sub-Committee received a report of the Chamberlain regarding the IT Transformation Programme.

*- Those in attendance from Agilisys left the meeting at this point.*

**23. IT OPERATING MODEL AND STRUCTURE CHANGES PROPOSAL**

The Sub-Committee received a report of the Chamberlain regarding the IT Operating Model and a proposal to structural changes.

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

There were no non-public questions.

26. **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.

**The meeting ended at 4.11 pm**

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Chairman

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