

DIGITAL SERVICES SUB (FINANCE) COMMITTEE

Friday, 23 July 2021

Minutes of the meeting of the Digital Services Sub (Finance) Committee held at Guildhall, EC2 on Friday, 23 July 2021 at 11.00 am

Present

Members:

Randall Anderson (Chairman)
Alderman Sir Peter Estlin (Deputy Chairman)
Rehana Ameer
Deputy Roger Chadwick
John Chapman
Alderman Prem Goyal
Deputy Jamie Ingham Clark
Andrew Mayer
Jeremy Mayhew
James Tumbridge
Dawn Wright

Officers:

Emma Moore	- Chief Operating Officer
Sean Green	- Chamberlain's Department
Gary Brailsford-Hart	- City of London Police
Kevin Mulcahy	- Chamberlain's Department
Melissa Richardson	- Chamberlain's Department
Lorraine Brook	- Town Clerk's Department
Graeme Quarrington-Page	- Chamberlain's Department
Jonathan Chapman	- Chamberlain's Department
Tony Macklin	- Markets and Consumer Protection Department
Matt Gosden	- Chamberlain's Department
Jaime Rose	- Town Clerk's Department
Robert Williams	- City of London Police
Jonathan Chapman	- City of London Police
James McDonald	- City of London Police
Simone Edwards	- City of London Police
Eugene O'Driscoll	- Agilisys, Chamberlain's Department
Richard Waight	- City of London Police
Antoinette Duhaney	- Town Clerk's Department

1. APOLOGIES

None.

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 28th May 2021 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 providing updates on outstanding actions from previous meetings.

Mod.gov pilot

Officers reported that most Sub Committee Members were now using the Mod.gov App and The Chairman suggested that Policy and Resources Committee be requested to provide clarity on the direction of travel and future aspirations for technology solutions. Members also discussed the merits of providing paper agenda packs going forward and whilst there was support for digital papers as the default, there were strong arguments for retaining paper packs in some circumstances.

Members supported a formal funded IT lead project with input from the Town Clerk's Department to drive the Digital Agenda and it was suggested that the Sub Committee's views be conveyed to the Policy and Resources Committee Chair.

In response to questions and observations from Members, Officers advised that an end date should be agreed so that the pilot could be evaluated prior to any decisions on next steps.

Meeting recording and streaming costs

Members requested details on costs for recording and streaming meetings and suggested that Officers explore options for the Town Clerk's Department to manage the process for streaming and recording of meetings.

In response to questions and comments from Members, Officers stated that at the start of the COVID-19 Pandemic, off the shelf solutions had been used to stream/record meetings. However, now was an appropriate time to review these technology solutions to assess which were most suitable for CoL needs. Discussions were also required to agree which Department(s) was best placed to manage streaming and recording of meetings.

RESOLVED –

1. That the Sub Committee notes the report.
2. That Officers revisit technology solutions and consider which Department is best placed to manage streaming and recording of meetings going forward.

3. That the Sub Committee's views be conveyed to the Policy and Resources Committee Chair and that the Policy and Resources Committee be requested to provide clarity on the direction of travel and future aspirations for technology solutions.

5. **FORWARD PLAN - JULY 2021**

The Sub-Committee considered a report of the Chamberlain setting out the Sub-Committee's proposed work plan for forthcoming meetings.

RESOLVED – That the Sub Committee notes the report.

6. **MEMBER GOVERNANCE OF THE ENTERPRISE RESOURCE PLANNING (ERP) PROJECT DELIVERY**

The Sub-Committee considered a report of the Chamberlain concerning Member Governance of the Enterprise Resource Planning (ERP) Solution Project Delivery.

RESOLVED – That the Sub Committee notes the report.

7. **IT DIVISION - IT SERVICE DELIVERY SUMMARY**

The Sub-Committee considered a report of the Chief Operating Officer in relation to the IT Division – IT Service Delivery Summary.

RESOLVED – That the Sub Committee notes the report.

8. **IT DIVISION RISK UPDATE**

The Sub-Committee considered a report of the Chief Operating Officer in relation to risk and risk mitigation.

RESOLVED – That the Sub Committee notes the report.

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

None.

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

See item 10a below.

10.1 **Digital Services Strategic Roadmap for the City of London Police**

The Sub Committee considered a report of the Chief Operating Officer regarding the Digital Services Strategic Roadmap for the City of London Police.

Members suggested a move towards shared services to achieve efficiencies/value for money and it was reported that the new Commissioner of the CoLP was committed to shared services.

RESOLVED – That the Sub Committee:

1. Approve the City of London Police’s Digital Services Strategic Roadmap accompanying this report as the basis in principle for the digital transformation of the CoLC’s services
2. Support the IT Director and Chief Operating Officer in setting the clear expectation amongst CoLP stakeholders that this roadmap shall be used as a guide for any local digital transformation initiatives within their own services; and that the CoLC IT team shall be notified of such initiatives so that they can be fully supported in a collaborative way, seeking to leverage value across the CoLC family.

11. 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
12 - 17	3

12. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

The Sub Committee approved the non-public minutes of the meeting held on 28th May 2021 as an accurate record.

13. CYBER SECURITY

The Sub Committee received a report of the Chief Operating Officer regarding Cyber Security.

14. GATEWAY REPORTS

14.1 Barbican Airwave Coverage

The Sub Committee received a report of the Chamberlain in relation to the Barbican Airwave Coverage.

14.2 Azure Point-to-site Virtual Private Network (VPN)

The Sub Committee received a report of the Chamberlain in relation to the Azure Point-to-site Virtual Private Network (VPN).

14.3 Digital Asset Management System Project (City of London Police)

The Sub Committee considered a report of the Commissioner of the City of London Police concerning the Digital Asset Management System Project (City of London Police).

14.4 Digital Social Media Project (City of London Police)

The Sub Committee received a report of the Commissioner of the City of London Police regarding the Digital Social Media Project (City of London Police).

14.5 Software Defined Wide Area Network (WAN) Upgrade

The Sub Committee considered a report of the Chamberlain in relation to the Software Defined Wide Area Network (WAN) Upgrade.

15. INFORMATION MANAGEMENT STRATEGY IMPLEMENTATION WORKSHOP

The Sub Committee received a presentation regarding implementation of an Information Management Strategy.

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

There were no non-public questions.

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

There was one item of non-public business.

17.1 Cloud Service Provider (CSP) Award

The Chairman drew the Sub Committee's attention to the above report which was approved by the Sub Committee under urgency procedures.

The meeting ended at 12.59 pm

Chairman

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