

## INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

Thursday, 17 May 2012

Minutes of the meeting of the Information Systems Sub (Finance) Committee held at Guildhall, EC2 on Thursday, 17 May 2012 at 11.30am

### Present

#### Members:

Roger Chadwick (Chairman)  
Ray Catt (Deputy Chairman)  
Deputy Pauline Halliday  
John Tomlinson

#### Officers:

Susan Attard	- Deputy Town Clerk
Lorraine Brook	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Claire Sherer	- Town Clerk's Department
Chris Bilsland	- Chamberlain
Graham Bell	- Chief Information Officer
Chris Anderson	- Chamberlain's Department
Colin Ashcroft	- Chamberlain's Department
Keith Harvey	- Chamberlain's Department
Neil Hocking	- Chamberlain's Department
Ellen Murphy	- Chamberlain's Department
John Saberi	- Chamberlain's Department

#### In attendance:

Deputy Doug Barrow	- Common Councilman
Hugh Morris	- Common Councilman
Sylvia Moys	- Common Councilman

### Part 1 - Public Agenda

#### 1. APOLOGIES

Apologies were received from Nigel Challis and Matthew Richardson.

#### 2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS

There were no declarations.

#### 3. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the public minutes and non-public summary of the meeting held on 17 January 2012 be approved as an accurate record.

4. **UPDATE ON IMPLEMENTATION OF COMMITTEE MANAGEMENT SOFTWARE (MODERN.GOV)**

The Sub Committee were advised that the City Corporation's new Committee Management Software (Modern.Gov) was due to go live on 25 May 2012. A further upgrade would be installed on Members' iPads to ensure integration with Outlook calendars at a later stage. In addition, drop-in sessions to assist Members with using the features would be arranged.

The Chairman welcomed the update and looked forward to the introduction of the software which would aid efficiency and could support a move towards reducing printing costs.

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5. **VERBAL REPORT OF THE CHIEF INFORMATION OFFICER**

The Chairman welcomed Graham Bell, the new Chief Information Officer, and invited him to update the Sub Committee on his current strategy and priorities for the City Corporation. A particular priority was launching the new corporate website within the agreed timeframe as it had recently experienced some workflow issues. Members were assured that although the project was currently behind schedule, additional staff had now been deployed to address any slippage in the timetable and it was still intended that the website would be launched on time and within budget.

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6. **SHAREPOINT OVERVIEW PRESENTATION**

The Chairman advised Members that the City Corporation had recently received an award from the Worldwide Government Solutions Forum 2012 in recognition of 'delivering value to citizens, businesses, visitors and government workers' and the Sub Committee were shown a short video which summarised the work that had gone in to achieving this award.

Members were then provided with an overview of 'Sharepoint', highlighting its key features which, amongst other things, would improve document management within the organisation.

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7. **MEMBERS' EQUIPMENT REFRESH - UPDATE**

The Sub Committee considered a report of the Chamberlain which provided an update on Members' equipment. For particular highlight was the proposal to issue iPads to all Members on request. This move had been supported by the fact that information was more secure on the iPad than in hard copy and could provide some cost savings if Members agreed to access Committee papers online instead of hard copy.

The Chamberlain advised Members that the rollout of iPads may not meet strict cost/benefit criteria at present but would bring other benefits such as more efficient working practices. He agreed to bring a report to the next Sub

Committee meeting which set out both the potential for savings along with other less quantifiable benefits.

The Sub Committee discussed whether it would be useful to meet more regularly and it was agreed that it would be more effective to have informal meetings as and when particular matters arise.

**RESOLVED** – It be noted that:-

- (i) the security review of iPad, Blackberry and the Modern.Gov application currently underway is completed to confirm that there is appropriate protection in place for the sensitivity of the data to be stored on these devices;
- (ii) following the satisfactory outcome of this review, that iPads are added to the list of equipment available to Members and moved from a pilot into business as usual; and
- (iii) the savings from reduced printing enabled by these devices are used to offset their costs.

**8. PROGRESS REPORT ON KEY PROJECTS**

The Sub Committee considered a progress report on the 18 key projects in the IS work programme and were advised of a revised list of 16 projects for 2012/13.

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

There were no questions.

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

There was no other business.

**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.

<b>Item No.</b>	<b>Paragraph(s) in Schedule 12A</b>
12 - 13	3
14 - 15	-

**Part 2 - Non-Public Agenda**

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

**RESOLVED:** That the non-public minutes of the meeting held on 17 January 2012 be approved as an accurate record.

13. **PP2P ICT CATEGORY BOARD REPORT ON PROGRESS AND PLANS**  
The Sub Committee considered a report of the Chamberlain which updated them on the Procurement and Procure to Pay (PP2P) ICT Category Board.

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

There were no questions.

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

There was no other business.

**The meeting ended at 1.15pm**

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Chairman

**Contact Officer: Claire Sherer  
tel. no.: 020 7332 1971  
claire.sherer@cityoflondon.gov.uk**