

## INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

Monday, 5 November 2012

Minutes of the meeting of the Information Systems Sub (Finance) Committee held at Guildhall, EC2 on Monday, 5 November 2012 at 10.30am

### Present

#### Members:

Roger Chadwick (Chairman)  
Ray Catt (Deputy Chairman)  
Deputy Douglas Barrow  
John Chapman  
Deputy Pauline Halliday  
Sylvia Moys  
Chris Punter  
John Tomlinson

#### Officers:

Susan Attard	- Deputy Town Clerk
Claire Sherer	- Town Clerk's Department
Chris Bilsland	- Chamberlain
Graeme Quarrington-Page	- Chamberlain's Department
Andrew Forrester	- Chamberlain's Department
Liz Constance	- Chamberlain's Department

### Part 1 - Public Agenda

#### 1. APOLOGIES

Apologies were received from Nigel Challis, Jeremy Mayhew and Hugh Morris.

#### 2. DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ANY ITEMS ON THIS AGENDA

There were no declarations.

#### 3. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes for the meeting held on 02 October 2012 be approved as an accurate record.

**MATTERS ARISING:** One Member requested that the email confirming that access to social media sites had been granted on PCs in the Members' room.

#### 4. IS REVIEW PHASE 3 (SOURCING OPTIONS) - PROCUREMENT PATH

The Chamberlain introduced Andrew Forrester and Liz Constance who had recently joined the IS Team. He then set out the procurement options for Phase 3 of the IS Review, which seeks to deliver a more cost effective IS/IT service

through potentially outsourcing elements of the current, fully in-house IS Division.

In relation to setting up a Members' reference group to oversee this process, an invitation would be sent out to all Members of the Sub Committee in due course, with further detail on what this would entail.

The Chamberlain advised Members that, in addition to finding a more cost effective service, the City Corporation was also looking for an excellent employer for any staff that may transfer under TUPE arrangements. It was agreed that the Chamberlain, Chairman and Deputy Chairman should agree appropriate communication to the affected staff.

The Sub Committee noted that the intake of newly elected Members in May 2013 should be taken into consideration when building a service to meet their needs.

**RESOLVED:** That –

- i. the IS Review proceeds to the formal procurement stage using an OJEU tender process;
- ii. the evaluation of bids is based on 35% cost and 65% quality and other factors;
- iii. a Members' reference group comprising a sub set of the Information Systems Sub Committee membership is created and meets regularly to consult and review progress; and
- iv. the decision for the approval of the preferred bid is delegated to Information Systems Sub Committee.

**5. UPDATED PROGRESS REPORT ON KEY PROJECTS**

Members welcomed the revised report which had first been submitted to the meeting on 02 October 2012.

Members also noted some additional information relating to the City's website (as circulated in advance of the meeting) which set out the current overspend for delivery of the website due to an increase of internal staff resources. Members were advised that work was underway to resolve the outstanding issues and a post implementation project review would be undertaken and reported to the Sub Committee.

The Chairman noted that it would be helpful to establish a research team within the IS department responsible for looking at emerging technologies and assessing what may or may not be suitable for implementation within the City Corporation. The Chamberlain advised that the Chief Information Officer would consider this in detail alongside the new IS Strategy which would be considered at the next Sub Committee meeting in February 2013.

**RECEIVED**

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

There were no questions.

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

There was no other business.

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 the Schedule 12A of the Local Government Act.

**Part 2 - Non-Public Agenda**

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

There were no non-public questions.

10. **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 non-public business.

**The meeting ended at 11.37am**

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Chairman

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