

## **INFORMATION SYSTEMS SUB COMMITTEE**

**17 January 2012**

**Minutes of the meeting of the INFORMATION SYSTEMS SUB COMMITTEE held at Guildhall, EC2 on TUESDAY, 17 January 2012 1:45pm.**

### **Present**

#### **Members:**

Roger Chadwick (Chairman)  
John Chapman  
Deputy Pauline Halliday  
Jeremy Mayhew  
Hugh Morris  
Sylvia Moys  
Matthew Richardson  
John Tomlinson

#### **Officers:**

|                |                            |
|----------------|----------------------------|
| Susan Attard   | - Deputy Town Clerk        |
| Lorraine Brook | - Town Clerk's Department  |
| Katie Odling   | - Town Clerk's Department  |
| Daniel Hooper  | - Town Clerk's Department  |
| Chris Bilsland | - The Chamberlain          |
| Bill Limond    | - Director, IS Division    |
| Chris Anderson | - Chamberlain's Department |
| Colin Ashcroft | - Chamberlain's Department |
| Neil Hocking   | - Chamberlain's Department |
| John Saberi    | - Chamberlain's Department |
| Keith Harvey   | - Chamberlain's Department |
| Ellen Murphy   | - Chamberlain's Department |

### **Change of order of business as follows: -**

**The Chairman advised that Agenda Item 8 'Mobile Devices, Criteria and Costs' would be considered at item 6 and the remaining business would then follow.**

#### **1. APOLOGIES**

Apologies for absence were received from Deputy Douglas Barrow and Ray Catt (Deputy Chairman).

#### **2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

There were none.

**3. MINUTES**

The public minutes and summary of the meeting held on 18 October 2011 were approved.

**4. IS SHARED SERVICES REVIEW PHASE TWO – PROGRESS REPORT**

Consideration was given to a report of the Chamberlain which outlined the purpose of the IS Shared Services Review and Phase 2 progress to date.

Members referred to Appendix 1 of the report, noting that 10 posts were currently vacant in the CIO department and were advised that the impact on project delivery had not been adversely affected as a result of these posts being vacant.

**Received.**

**5. PROGRESS REPORT ON KEY PROJECTS**

Consideration was given to a report of the Chamberlain which summarised the progress made in implementing 18 key projects in the IS Work Programme for 2011/12.

**Windows 7 (phase 2) – Remote/Mobile/Offline** – It was noted that the current period RAG status was amber.

**Exchange 2010 (Email) upgrade** – Members noted this project had been delayed due to the need to maintain IS facilities for Members at their current levels due to the situation at St Paul's. The expected completion date was May 2012.

**Received.**

**6. MOBILE DEVICES – CRITERIA, USE AND COSTS**

Consideration was given to a report of the Chamberlain which provided information, as requested at the previous meeting, regarding the number of officers who had been issued with a mobile telephone/device, the criteria for doing so and also confirmation of the costs.

Members were advised that this report was considered by the Establishment Committee on 12 January 2012, with the main questions from Members centred around when the Corporation would move to its new contract with O2 and how new contract arrangements to individual devices would be 'phased in'. It was noted that the contract with O2 would commence on 16 January 2012 for a period of 3 years.

Questions were raised by the Establishment Committee around why the number of devices issued was higher in some departments than others. The Establishment Committee requested that the IS Sub Committee regularly monitor this data, taking into account lone worker considerations and core implications.

Members of the IS Sub Committee also raised concerns regarding the precise allocation of mobile devices by each department and specific reference was made to the Department of the Built Environment which appeared to have allocated a high number of devices. It was noted that the figures were provisional and subject to an on-going audit. The Chamberlain agreed to speak to the Director of the Built Environment to clarify these figures further. Members noted that the concise Corporate Guidelines for issuing mobile devices were available on the intranet.

A discussion took place regarding the charging arrangements for personal calls made on corporate devices as well as reimbursing Members/Officers for the cost of any business calls made on their personal mobile phones. It was noted that this might involve tax implications but the matter would be clarified.

Members noted this report was to be considered by the Finance Committee on 24 January 2012.

**RESOLVED** : - That,

- (i) the report be noted; and
- (ii) the IS Sub Committee be requested to continue to monitor data in respect of mobile devices deployed by each department.

## **7. COMMITTEE MANAGEMENT SOFTWARE**

Consideration was given to a report of the Town Clerk which provided clarity on the work undertaken by the Town Clerk's department and the IS Division over the recent months in respect of purchasing and implementing a new Committee Management system and the activities that were planned for the future.

Following an overview of the project, the Chairman thanked the Committee and Member Services Manager and her team for all their efforts during the period of change over recent months and comments on the improvements that would be realised through implementation.

In recognising the linkage between the Committee Management Software Project and the iPad trial, which was now well underway and involving all Members of the IS Sub Committee, Officers in the Town Clerks Department, the IS Division and the Web Development Team where necessary would continue to work closely together in order to consider and meet Members expectations.

Members discussed the options of synchronising all Committee dates, including Sub-Committees and timings in their Outlook Calendar. The Committee and Member Services Manager advised that discussions were on-going with the Committee Management Software supplier to address these priority areas.

**Received.**

## **8. MEMBERS' IT EQUIPMENT**

Consideration was given to a report of the Chamberlain and Deputy Town Clerk which provided details of work undertaken by the IS Division in finding an

alternative IT solution that would enable Members to access e-mail, diaries and committee reports in a more efficient manner and potentially reduce the amount of paper in circulation. It was again noted that these activities were complemented by the Committee Management Software Project

Members were advised that the upgrading of laptops to Windows 7 was currently on hold until such time as a final decision had been made about wholesale and the wider implementation of iPads.

The Chairman proposed that all Members who had currently been issued with an iPad should have their device installed with 'Good' technology to allow access to their City of London e-mails/calendar. The 'Good' technology also meant the devices were secure and encrypted so, in the event the devices were lost or stolen, data could be wiped. The technology would also allow access to the Corporation's intranet.

The Chairman invited Members to provide feedback of their experiences of the iPad. The majority of Members agreed the device was a step change forward and was an easy to use, friendly device. In terms of wider use by Members, it was felt that this would be a long process and Officers would therefore need to be mindful that different people respond in different ways to change. Furthermore, training provision for the iPad would need to be considered; a matter that could be submitted to, and considered by, the Member Development Steering Group. Members were advised that the iPad was not intended to replace hard copy documents entirely; however, implementation of the new Committee Management System which would take place as the iPad trial progressed and which would provide the Modern.Gov iPad app provided scope for reducing the circulation of hard copy Committee documentation. Members discussed the need for a solution for the printing of some documents from iPads, whilst noting that it was not an option to invest in Apple printers for each Member. It was therefore requested that further consideration be given to the different options for wireless printing.

Members agreed that officers should not proceed with commissioning the development of a separate iPad application, and instead use the iPad application which would be provided as an integrated part of the new Committee Management System. A copy of the 'iPad app: screenshot walkthrough' guide was circulated to Members at the meeting.

A discussion took place regarding additional devices that may be required or, favoured by Members such as a Corporate Blackberry or laptop. In respect of co-opted members, it was noted that whilst information could be provided to those with their own devices, the Corporation would not supply them with Corporate devices.

It was suggested that Officers write to Members to identify an additional 25 Members to trial the iPad, (favouring Chairman and Deputy Chairman) advising that the trial would continue to be limited to the named Committees only as a result of resource implications. Those additional Members trialling the iPad

would be required to provide feedback to officers on a regular basis from the outset.

Further to the discussion at Item 7, the Chamberlain advised that due to the linkage between implementation of the Committee Management Software and the wider iPad trial, both of which reflected efforts to enhance Members' access to Committee information, both the Project Team and the IS Division should work closely together to ensure that both projects ran in tandem, to schedule and in line with Members' expectations. Where necessary, training and awareness about the use of modern technology would be considered by the Member Development Steering Group. Budget implications and costings for the wider iPad trial would be established in due course.

**RESOLVED** : - That,

1. the report be received;
2. officers be instructed not to proceed with commissioning the development of a separate iPad application, and instead use the iPad application which would be provided as an integrated part of the new Committee Management System;
3. the Town Clerk and Chamberlain, in conjunction with the Chairman and Deputy Chairman, be tasked with agreeing a budget and the most economical approach for the supply and implementation process of the wider and longer term iPad trial;
4. officers be requested to write to all Members to identify an additional 25 Members to trial the iPad, advising that the trial would continue to be limited to the named Committees only as a result of resource implications; and
5. once established, those additional Members of the trial be requested to provide feedback about the device.

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

There were none.

**10. ANY ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

There were none.

**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              | 3                                   |
| 13 & 14         | -                                   |

**SUMMARY OF MATTERS CONSIDERED WHILST THE PUBLIC WERE EXCLUDED**

**12. MINUTES**

The non-public minutes of the meeting held on 18 October 2011 were approved.

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

There were no questions.

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

There were no urgent items.

The meeting closed at 3:40pm.

-----  
**CHAIRMAN**

Contact Officer: Katie Odling  
tel. no. 020 7332 3414  
e-mail: [Katie.odling@cityoflondon.gov.uk](mailto:Katie.odling@cityoflondon.gov.uk)