INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

Tuesday, 23 September 2014

Minutes of the meeting of the Information Systems Sub (Finance) Committee held at Guildhall, EC2 on Tuesday, 23 September 2014 at 9.30 am

Present

Members:
Roger Chadwick (Chairman)
Jeremy Mayhew (Deputy Chairman)
Randall Anderson
Nigel Challis
Alderman Peter Estlin
Jamie Ingham Clark
Hugh Morris
Sylvia Moys
Graham Packham

Officers:

Susan Attard	Deputy Town Clerk
Peter Kane	Chamberlain
Graham Bell	Chamberlain's Department
Chris Anderson	Chamberlain's Department
Avril Stokes	Chamberlain's Department
Saimah Tahir	Town Clerk's Department

1. **APOLOGIES**
    Apologies were received from Dhruv Patel, Chris Punter and Deputy John Tomlinson.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
    Jeremy Mayhew declared a pecuniary interest in respect of item 13, due to being a Senior Advisor of Entertainment & Media Consulting Practice to Price Waterhouse Cooper (PwC).

3. **MINUTES OF THE PREVIOUS MEETING**

    RESOLVED: That the public minutes of the meeting held on 25 June 2014, be approved as an accurate record.

4. **PROGRESS REPORT ON STRATEGIC PROGRAMMES AND ALL IS PROJECTS**
    A report of the Chamberlain provided Members with an update of progress against the IS Strategy and IS Project Portfolio as a whole. It also highlighted key issues, risk and mitigating actions to drive projects back to green status.

    In respect of the Oracle upgrade, currently at red status, the Chief Information Officer advised that intensive discussions had taken place through a series of Business Impact workshops with key staff across the Corporation which resulted in a re-plan that was signed off by the Oracle Steering Group on 26 August 2014. The project would remain in red status while commercial discussions continued and until major testing had finished in mid-October, at which point the status would return to amber.

    The Assistant Director of Portfolio and Change Management explained in response to a Members question on the Pension Systems Upgrade amber status. The project remained amber status due to additional time being required in the project plan for the in-house activities. There is a contingency and post re-baseline it is expected that the project will return to green.

    ITIL project verbal update confirmed that the PID had been reviewed and it was expected that it would be approved that afternoon in the Project Board, as well as confirming the move to green status.

    RESOLVED: That the report be noted.

5. **CHIEF TECHNOLOGY OFFICER UPDATE**
    The Chief Technology Officer provided Members with an update on the City's managed IS service contract, PSN accreditation and work within the City Police. Members were advised that the Corporation initial submission for PSN reaccreditation was rejected and positive discussions were now underway with assessors to resolve the remaining issues and achieve accreditation.

    RESOLVED: That the report be noted.

6. **PRESENTATION FROM AGILISYS ON PERFORMANCE LEVELS AND PROGRESS**
    The Sub Committee received a presentation by Agilisys on their performance levels and progress. Members raised the following items:

    1. Agilisys presentations should be distributed to the Committee before future meetings and text colours chosen which would be more easily viewable.

    2. There was a decrease in service desk calls for support during August, Members felt this was due to the summer holidays.

    3. Members then questioned Agilisys about the 3 behaviours they believed warranted improvement over the coming months. Agilisys stated firstly, that there should be clarity over the decision making process

furthermore, governance arrangements be suitably robust. Finally, it was suggested that the technology roadmap continue to be developed and implemented.

4. In response to a Members question the Deputy Town Clerk replied that the future development and implementation of the technology roadmap was reliant on effective leaderships as a critical behaviour. Consequently, the City of London and Agilisys would need to work closer together to ensure that there was effective leadership.

5. The Committee agreed to meet Agilisys for a review of the 1st year of the contract immediately at the rising of the next Finance Committee on the 21st October 2014.

RESOLVED: That the presentation be noted subject to the following:
   1. Agilisys to distribute presentations to Members before the meeting.
   2. That the presentation use colours that was easily readable.

7. **INFORMATION SECURITY AND GOVERNANCE**
A report of the Chief Information Officer provided a response and update to mitigation of information security and governance risk (CR16) and further developments in this area. As well as detailing a planned course of action going forward.

There had been two breaches of information since the last report of May 2014. Both had been reported to the Information Officer through the correct procedure.

Thus far 123, staff had attended engagement presentations in Data Protection to date since since the beginning of 2014. Protecting Information level 1, 2, or 3 had been completed by 57, staff in 2014. Data Security training had been completed by 35, staff.

RESOLVED: That the report be noted.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Chairman thanked Chris Anderson (Chief Technology Officer), on behalf of the Committee for the contributions made to the work of the Committee for the last 8 years and wished him well for the future.

10. **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
11 - 17	3

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

    RESOLVED: That the non-public minutes of the meeting held on 25 June 2014, be approved as an accurate record.

12. **ACTIONS FROM IS SUB**
    A report of the Chamberlain updated the Committee on the actions arising from the Information Systems Sub Committee.

13. **ORACLE PROGRAMME UPDATE**
    A report of the Chamberlain provided Members with a brief update on the City's Oracle programme.

14. **UPDATE ON THE POLICE**
    A report from the Chief Information Officer on the Police updated Members on progress.

15. **CITY TELECOMMUNICATIONS STRATEGY - SEPTEMBER 2014 UPDATE**
    A joint report of the City Surveyor and Chamberlain updated Members on activities undertaken to further the project since the last report in July 2014.

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

    There was one question raised.

17. **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 11.05am

Chairman

Contact Officer: Saimah Tahir
tel.no.: 020 7332 3113
saimah.tahir@cityoflondon.gov.uk