

INFORMATION SYSTEMS SUB (FINANCE) COMMITTEE

Wednesday, 11 March 2015

Minutes of the meeting of the Information Systems Sub (Finance) Committee held at the Guildhall EC2 at 12.00 pm

Present

Members:

Roger Chadwick (Chairman)	Graham Packham
Jeremy Mayhew (Deputy Chairman)	Dhruv Patel
Randall Anderson	Deputy John Tomlinson
Sylvia Moys	

Officers:

Susan Attard	Deputy Town Clerk
Jacqui Daniels	Town Clerk's Department
Saimah Tahir	Town Clerk's Department
Peter Kane	Chamberlain
Graham Bell	Chamberlain's Department

In attendance:

Tom Sleigh
Agilisys Representatives

1. APOLOGIES

Apologies were received from Nigel Challis, Alderman Peter Estlin, Jamie Ingham Clark, and Hugh Morris.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

RESOLVED: That the public minutes and non-public summary of the meeting held on 9 December 2015 be approved as a correct record.

4. HEAD OF IT REPORT - TECHNOLOGY ROADMAP

The Sub-Committee considered a report of the Chamberlain which provided Members with the Technology Roadmap and an update on the progress of key activities within the Roadmap.

Members welcomed the report and suggested that in future the previous RAG position be noted on the spreadsheet. The Sub Committee were informed that Windows 8.1 was being considered for limited use on touch-screen devices but Windows 10 may be waited for before a widespread rollout of a new system is undertaken.

The Sub-Committee discussed the proposed change to a centralised system of IT equipment purchase and commented that this could have been previously addressed under PP2P. It was proposed that in future the IS section would hold the budget and would procure the equipment which should create savings. Members considered that this course of action should not be undertaken unless savings could be made. The Chamberlain confirmed that regular checks would be undertaken to prevent overpayment for devices and, in addition to cost savings, there should be an improvement in service provision and efficiency of support. He undertook to provide further details of anticipated cost savings in the next report to be submitted to the Sub Committee together with an indication of the anticipated cost of a device through its lifetime.

In response to a question, Members were informed that departments wanting to purchase new equipment, would be given a choice between four devices, allowing for IS to cater for the various City of London Corporation's IT needs.

RESOLVED - That;

- 1) the Technology Roadmap be welcomed and that, in future, the previous RAG position be noted on the spreadsheet attached to the report;
- 2) the approach being taken across the main project areas be endorsed;
- 3) the intention to return with detailed design, costing and business cases in quarter 3 of 2015 be noted; and
- 4) the intention to review the Information System strategy and report back to this Committee in quarter 3 of 2015 be noted.

5. **AGILISYS MANAGED SERVICE - FINANCIAL REPORT**

The Sub-Committee considered a report of the Chamberlain which provided an update, on the financial performance of the City of London Corporation's Managed Information System service contract with Agilisys Ltd.

The Chief Information Officer advised that, although the cost of the contract remained within budget. There was potential for this to be exceeded as a result of increase in data storage volumes, this was due to the City of London Corporation data storage needs being estimated at 20% less in the original contract. A Member noted that the cost of data storage continued to decrease and asked Officers to ensure that the contract with Agilisys for data storage remained value for money. Officers assured the Sub-Committee that the contract was on a pay as you use basis, the more that was used the more it cost.

During the discussion, the following issues were raised:

- That the Apprenticeship Programme had not yet employed the 100 Apprentices anticipated in the original contract and Members emphasised the need to progress this matter. Officers explained that an interim agreement had been reached between Agilisys and the City of London Corporation to cross refer suitable candidates for apprenticeships to each other and the Chamberlain undertook to discuss this matter further with Agilisys;
- Future reports on the subject should be more strategic, providing an overview of the current anticipated cost of City of London Corporation

contract and the elements concerning the City of London Police and Oracle contracts;

- Members considered that the more storage that was available, the more storage would be used and Members requested that a report on storage policy be submitted to the Sub Committee; and
- The Chamberlain undertook to submit a further annual report, later in the year, to mark the second year of the Agilisys contract

RESOLVED: that;

- 1) The report be noted; and
- 2) The Chamberlain take into account the points raised by Members concerning the format of future reports above and submit reports, as requested concerning:-
 - a) a situation report, later in 2015 to mark the second year of the contract with the Agilisys; and
 - b) an storage policy for the organisation;

It was agreed that Item 8 be considered at this point in the meeting.

8. **CONTRACT PERFORMANCE REPORT**

The Sub-Committee considered a report of the Chamberlain which provided Members with an update on the performance of the Managed Service contract with Agilisys which concluded that performance against a range of key performance indicators were good and continued to improve.

In response to a question, the Sub-Committee were informed that on the Balanced Scorecard, P3 related to IT issues for individual issues, these issues had appeared to be underperforming for a number of months and it was agreed that the Chamberlain should email Members to inform them of the steps being taken to address the areas that are below target. It was also suggested that any exceptions or matters performing below target should be drawn out and mentioned covering reports in future.

RESOLVED – That:-

- 1) the report be noted;
- 2) the Chamberlain should email Members to inform them of the steps being taken to address the areas which are below target; and
- 3) any exceptions or matters performing below target should be drawn out and mentioned covering reports in future.

6. **SUPERFAST CITY PROGRAMME UPDATE**

The Sub-Committee considered a report of the Chamberlain which provided Members with an update on the Superfast City Programme, which assessed the market effectiveness in the delivery of high-speed fibre broadband across the City.

The Chief Information Officer, explained that there had been a more positive engagement with British Telecom (BT) Openreach with regards to rolling out superfast broadband across the City. This was due to a number of tenants and businesses signing up for the service since the pilot had finished. A further

meeting had been scheduled for two months' time with BT Openreach to review the services.

The Chairman commented that whilst a number of Members had expertise in IS he reminded the Sub-Committee that their role was to provide a strategic overview of projects rather than have detailed discussion. He went onto suggest that an informal meeting take place for Members who wished to discuss the subject in detail. The Town Clerk agreed to arrange an informal meeting of the Sub-Committee.

RESOLVED: That;

- 1) an informal meeting of the Sub-Committee be arranged to discuss IS developments in detail; and
- 2) the report be noted.

7. THE WAY WE WORK DOCUMENT AND FLIER

The Sub-Committee considered a report of the Chamberlain regarding the Way we Work document and flier which had been produced to explain the recent changes to the IT provision to City Corporation departments.

RESOLVED: That the report and the documents attached to it, be approved.

8. CONTRACT PERFORMANCE REPORT

This report was considered earlier in the meeting.

9. PROGRESS REPORT ON STRATEGIC PROGRAMMES AND ALL IS PROJECTS.

The Sub Committee received a report of the Chamberlain setting out progress on Strategic Programmes and all Information System projects.

The Chamberlain paid tribute to the commitment of colleagues both within and outside the Corporation who had worked very hard to ensure the success of the Oracle Project. The Sub-Committee were informed that the project would be transferred to an amber rating that day

RESOLVED: That the report be noted.

10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

Microsoft Outlook for iPads

A Member enquired whether consideration would be given to providing Microsoft Outlook on Members' iPads and the Chamberlain undertook to look into the matter and submit a report to the next meeting.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

12. **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.
13 - 16

Paragraphs in Schedule 12A
3

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

The non-public minutes of the meeting held on 9 December 2015 were approved as a correct record.

14. **ACTION AND KNOW FRAUD PROJECT**

Members received a report of the Commissioner of the City of London Police concerning the progress of the Action Fraud Project.

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

There were no non-public questions.

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

There were no urgent items.

The meeting closed at 1.30 pm

Chairman

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