

INFORMATION SYSTEMS SUB COMMITTEE – OUTSTANDING ACTIONS – PUBLIC MINUTES

Meeting Date	Minute	Action and target for completion	Department responsible	Progress update
9 June 2015	OUTSTANDING ACTION SHEETS	The Chamberlain undertook to include the present position on outstanding actions in future such reports.	IT Team – Chamberlain’s Department	Complete.
9 June 2015	ORACLE PROGRESS REPORT	A report to be submitted to the next meeting on the first two years of operation of the Oracle Project and that the information within the report and presentation be translated into a work plan for the next six months and beyond	IT Team – Chamberlain’s Department	The Oracle project is in the process of being closed. Various closure reports are in production and will be presented to various Committees in Nov / Dec.
9 June 2015	IT REFRESH	In answer to a Member’s question, the Chamberlain confirmed that, as 60% of the City’s IT equipment was in excess of four years old, this would have an impact on the way that it worked and a strategic policy for the turnover of equipment on a rolling basis (with certain exceptions) would be drawn up.	IT Team – Chamberlain’s Department	This is being taken forward as part of the End User Device Renewal Programme. A verbal update will be given to Sub Committee and a GW 5 Report will be presented to the Dec Meeting.
11 March 2015	HEAD OF IT REPORT - TECHNOLOGY ROADMAP	To provide further details of anticipated cost savings concerning a centralised system of IT equipment purchase 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.	IT team, Chamberlain’s Department	Technology Roadmap, End User Device and Network Replacement GW 5 Reports are in production for presentation to the Dec IT Sub Committee. A verbal update on progress will be given to Sub Committee in Oct.

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11 March 2015	AGILISYS MANAGED SERVICE - FINANCIAL REPORT	<ul style="list-style-type: none"> • To discuss the Apprenticeship Programme further with Agilisys as it had not yet employed the 100 Apprentices anticipated in the original contract; • Future reports on the Agilisys managed service to be more strategic, providing an overview of the current anticipated cost of the City of London Corporation contract and the elements concerning the City of London Police and the Oracle contracts; • To submit a report to the Sub Committee on an electronic storage policy be submitted; and • To submit a further annual report to the Sub Committee, later in the year, to mark the second year of the Agilisys contract. 	IT team, Chamberlain's Department - All items	<p>2nd Year Report is included in the Oct Agenda and covers the majority of this action.</p> <p>Verbal report to be given to the Sub Committee on Draft Policies now out for consultation.</p>
11 March 2015	CONTRACT PERFORMANCE REPORT	<ul style="list-style-type: none"> • To email Members to inform them of the steps being taken to address the areas in the Agilisys contract which are below target; • Any exceptions or matters performing below target should be drawn out and mentioned covering reports in future. 	IT team, Chamberlain's Department - All items	Covered in the 2 nd Year Agilisys Report

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11 March 2015	SUPERFAST CITY PROGRAMME UPDATE	That an informal meeting take place for Members who wished to discuss the IT developments in detail.	IT team, Chamberlain's Department to manage meeting content & Town Clerk's Department to arrange date of meeting. once it's deemed necessary	An all Member update has been distributed and Member queries are being addressed as they are raised.
11 March 2015	MICROSOFT OUTLOOK FOR IPADS	To look into whether Microsoft Outlook could be provided on Members' iPads and submit a report to the next meeting.	IT team, Chamberlain's Department	This solution is not PSN compliant, therefore cannot currently be offered.
11 March 2015	INFORMATION SYSTEMS - QUARTERLY UPDATE	An anonymised Balanced Scorecard to be provided from another Local Authority in order to bench mark progress. Officers agreed to provide this at a future meeting.	IT Team – Chamberlain's Department	A review of the Balanced Scorecard is underway as part of the broader review of our operating model with Agilisys.