INFORMATION TECHNOLOGY SUB (FINANCE) COMMITTEE

Wednesday, 22 February 2017

Minutes of the meeting of the Information Technology Sub (Finance) Committee held at Guildhall, EC2 on Wednesday, 22 February 2017 at 11.00 am

Present

Members:
Deputy Jamie Ingham Clark (Chairman)
Deputy Roger Chadwick (Deputy Chairman)
Randall Anderson
Deputy Douglas Barrow
Nigel Challis
Deputy John Chapman
Jeremy Mayhew
Hugh Morris
Sylvia Moys
Graham Packham
Chris Punter

Officers:

Fern Aldous	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Sean Green	-	Director of IT
Matt Gosden	-	Chamberlain's Department
Victoria Lord	-	Chamberlain's Department
Kevin Mulcahy	-	Chamberlain's Department
Fay Sutton	-	Chamberlain's Department
Adrian Moody	-	Chamberlain's Department
Sean Grimes	-	Agilisys
Eugene O'Driscoll	-	Agilisys

1. **APOLOGIES**
   Apologies were received from James Tumbridge and John Tomlinson.

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 20 January 2017 be approved as an accurate record, subject to Chris Punter being added to those who had given apologies.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**
The Sub-Committee considered a report of the Town Clerk which provided updates on the actions outstanding from previous meetings. The proposed work plan for forthcoming meetings was tabled; it was felt that an additional meeting in June would be beneficial to manage the forecast workload of the Committee

RESOLVED – That the report be noted.

5. **IT DIVISION - MEMBER UPDATE**
The Sub-Committee received a report of the Chamberlain outlining the recent operational and management activity undertaken since the last meeting. Members were informed of the following points:

- Active disaster recovery mitigation was ongoing and a test of backup servers was scheduled to take place on 22 February.
- A tendering exercise had been undertaken for the appointment of a consultant to assist with the development of the IT strategy, with the award due to take place in the following week.
- It was acknowledged that the timing of the Sub-Committee in relation to the Grand Committee, as well as Projects Sub-Committee, had not allowed for Members to comment on reports before they were submitted for approval. The Town Clerk undertook to investigate the timing of meetings in future.

Members queried the development of the objective to migrate to Apple Devices, and Officers confirmed the project was in its initial stages. Members asked for a report on the rationale behind the move to be brought to the next meeting of the Sub-Committee.

RESOLVED – That the report be noted.

6. **IT DIVISION SERVICE PERFORMANCE**
The Sub-Committee received a report of the Chamberlain providing Members with an update on the performance of the IT service for the City Corporation and City of London Police. It was reported that the service had remained stable without a change freeze being imposed unlike the previous reporting period. User Desk satisfaction was also seen to be at its highest level.

Members discussed the benefits of producing an exceptions only report for future meetings. Some Members felt this would not allow for adequate scrutiny; however the suggestion that an annual summary report be produced was supported.

RESOLVED – That the report be noted.

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

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Chairman thanked Nigel Challis for his work on the Committee over the past years, ahead of his approaching retirement from the Court.

9. **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
11-18,21-24	3
19-20	7

10. **NON-PUBLIC MINUTES**
The Sub-Committee approved the non-public minutes of the meeting held on 20 January 2017 as an accurate record.

11. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**
The Sub-Committee noted a report of the Town Clerk which provided information on outstanding actions from previous meetings.

12. **JOINT NETWORK REFRESH PROGRAMME - ISSUES REPORT**
The Sub-Committee considered a report of the Chamberlain providing Members with an update on the Joint Network Refresh Programme.

13. **IT TRANSFORMATION - WIDE AREA NETWORK (WAN) REPLACEMENT**
The Sub- Committee considered a report of the Chamberlain updating them on the Wide Area Network Replacement Project.

14. **MICROSOFT LICENSING RENEWAL AND OFFICE 365 IMPLEMENTATION**
The Sub-Committee considered a report of the Chamberlain in relation to the Microsoft Office Licensing Renewal and Office 365 Implementation.

15. **NOTE OF THE IT SUB COMMITTEE WORKSHOP HELD ON 3 FEBRUARY 2017**
The Sub-Committee received a report of the Chamberlain providing details of a recent IT workshop.

16. **SITE SURVEY PHOTOGRAPHS**
The Sub-Committee discussed photographs taken during a recent site survey.

17. **IT TRANSFORMATION - LAN HARDWARE PROCUREMENT STAGE 1 REPORT**
Members discussed a report of the Chamberlain outlining Stage 1 of the procurement process for Local Area Network (LAN) hardware.

18. **IT TRANSFORMATION LOCAL AREA NETWORK PROCUREMENT STAGE 1 REPORT**
The Sub-Committee considered a report of the Chamberlain concerning the procurement of LAN provider.

19. **IT DIVISION RISK UPDATE**
The Sub-Committee considered a report of the Chamberlain concerning the management of risk within the department.

20. **IT SECURITY UPDATE**
The Sub-Committee received an oral update from the Director of IT concerning security measures in the department.

21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.

22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
The Sub-Committee received the non-public appendix to agenda item 13, circulated as a supplementary agenda.

23. **IT ROADMAP DESIGN PRINCIPLES - CITY OF LONDON CORPORATION & CITY OF LONDON POLICE - COL IT STRATEGY -COLP IT STRATEGY DRAFT**
This Item was taken at the conclusion of Item 11.

The Sub-Committee considered a report of the Chamberlain outlining the City Corporation and City of London Police IT Strategies.

24. **CONFIDENTIAL MINUTES**
The Sub-Committee received the confidential minutes from the previous meeting.

The meeting ended at 12.10 pm

Chairman

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