

Information Technology Sub-Committee - Outstanding Actions

Item	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
	25 November 2016	<u>Member Survey</u> The Chamberlain to develop and analyse the results from the Members survey. Members to send in any additional remarks.	Peter Kane, Chamberlain's Department	November	More detailed research to be conducted following feedback and proposals brought to the first IT Sub Committee following the election.
	20 January 2017	<u>IT Member Update</u> Officers to provide a breakdown of workforce numbers of the previous years, including the levels pre-Agilisys for comparison to the current levels.	Sean Green, Chamberlain's Department	May	Completed
	22 February 2017	<u>IT Member Update</u> Report on the rationale behind the migration to Apple Devices be brought to the next meeting of the Sub-Committee.	Kevin Mulcahy, Chamberlain's Department	September	Update at July meeting
	26 May 2017	<u>Outstanding Actions</u> Town Clerk to circulate 2018 meeting dates to the Sub Committee.	Alistair MacLellan, Town Clerk's Department	May	Completed

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	26 May 2017	<u>GDPR</u> GDPR Review to be added to Work Programme.	Sean Green, Chamberlain's Department	July	Update at July meeting
	26 May 2017	<u>Work Programme</u> Work Programme items to reflect corporate and departmental strategies.	Sean Green, Chamberlain's Department	July	Update at July meeting
	26 May 2017	<u>IT Division Update</u> Workshop Dates to be circulated to Members	Sean Green, Chamberlain's Department	May	Completed 28 th June 2017 10am-12pm
	26 May 2017	<u>IT Division Update</u> Memorandum of Understanding between IT Division and City Surveyor's Department to be shared with Members.	Sean Green, Chamberlain's Department	July	Update at July meeting
	26 May 2017	<u>IT Division Update</u> Socitm Interim Report to be shared with Members	Sean Green, Chamberlain's Department	June	Update at July meeting
	26 May 2017	<u>IT Division Update</u> One page risk dashboard to be developed.	Matt Gosden, Chamberlain's Department	July	Update at July meeting

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	26 May 2017	<u>IT Division Update</u> Report on Wi-Fi provision for Guildhall Events to be submitted to the Sub Committee.	Matt Gosden, Chamberlain's Department	July	Update at July meeting
	26 May 2017	<u>IT Division Update</u> Report on division of responsibilities between IT Director and Director of Communications for website/intranet to be submitted to the Sub Committee.	Sean Green, Chamberlain's Department	July	Update at July meeting