

INFORMATION TECHNOLOGY SUB (FINANCE) COMMITTEE

Friday, 26 May 2017

Minutes of the meeting of the Information Technology Sub (Finance) Committee held at Guildhall, EC2 on Friday, 26 May 2017 at 11.00 am

Present

Members:

Deputy Jamie Ingham Clark (Chairman)
Hugh Morris (Deputy Chairman)
Rehana Ameer
Randall Anderson
Deputy Douglas Barrow
Deputy Keith Bottomley
John Chapman
Tim Levene
Jeremy Mayhew
Sylvia Moys
James Tumbridge

Officers:

Alistair MacLellan	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Sean Green	-	Chamberlain's Department
Matt Gosden	-	Chamberlain's Department
Kevin Mulcahy	-	Chamberlain's Department
Gary Brailsford-Hart	-	City of London Police
Eugene O'Driscoll	-	Agilisys

1. APOLOGIES

Apologies were received from Deputy Robert Merrett.

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

There were no declarations.

3. APPOINTMENT OF SUB COMMITTEE AND TERMS OF REFERENCE

Members received a resolution of the Finance Committee appointing the Sub Committee, setting its composition and terms of reference.

The Chairman welcomed new Members on to the Sub Committee and noted his thanks to Members who had served during 2016/17 and who were now no longer on the Sub Committee.

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Rehana Ameer arrived at this point of the meeting.

4. **MINUTES**

The minutes of the meeting held on 22 February 2017 were approved.

5. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

Members considered a joint report of the Town Clerk and the Chamberlain which provided updates of outstanding actions from previous meetings, and the following points were raised.

- The Member Survey would be conducted in October 2017 rather than November 2017. In response to a question, the IT Director replied that ongoing customer surveys were based on IT Helpdesk customer feedback and the annual outturn reporting.
- In response to a request the Town Clerk agreed to circulate the 2018 dates of the Sub Committee to Members.

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6. **WORK PROGRAMME FOR FUTURE MEETINGS**

Members considered a Joint Report of the Town Clerk and Chamberlain regarding the Sub Committee's Work Programme for 2017, and the following points were made.

- The IT Director noted that the Right to be Forgotten would come into effect from May 2018, and so would feature as an item at a future meeting of the Sub Committee.
- The Telephone Maintenance Contract had been awarded and so would not be referred to the Sub Committee in July 2017.
- In response to a question, the IT Director replied that the General Data Protection briefing due in July 2017 was to ensure that all Members of the Sub Committee were familiar with the issues involved in data protection.
- In response to a request from a Member, the IT Director agreed that future iteration of the Work Programme should be explicitly linked to corporate and departmental strategies.
- A Member noted she would be attending the International Conference of Data Protection & Privacy Commissioners in July 2017 and would provide a conference update to colleagues at the Sub Committee's next meeting.

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7. **IT DIVISION - MEMBER UPDATE**

Members considered an update report of the Chamberlain on the IT Division and the following points were made.

- The IT Director noted there was continued good progress in IT Transformation, with recent issues around hardware LAN procurement and LAN design and support. Overall service performance was considered good.
- The IT Director placed on record his thanks to Agilisys for its support to the City of London Corporation when responding to both the recent Westminster and Manchester terror attacks.
- The Town Clerk agreed to circulate the date of the IT Sub Members' Workshop outside of the meeting.
- The Chairman noted that the Sub Committee had requested a joint report of the Chamberlain and the City Surveyor regarding remediation responsibilities, but that the provision to Members of a memorandum of understanding between the two departments would suffice instead.
- In response to a question regarding Socitm Advisory, the IT Director noted that an interim report had been provided to the City of London Corporation. As a result of the report recommendations, a refreshed IT Division Operating Model would be implemented at the end of June 2017. Whilst Socitm Advisory recognised the complexity of the City of London, some recommendations on governance best practice had been put forward which were being reviewed by officers.
- The IT Director agreed to circulate the Socitm Advisory interim report to Members outside of the meeting.
- In response to a request the IT Director agreed to provide a one page dashboard detailing Risk Actions.

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8. IT PERFORMANCE - MEMBER UPDATE

Members considered an update report of the Chamberlain regarding IT performance and the following points were made.

- A representative from Agilisys noted that a number of upgrades were due imminently and that services would be available 24/7 from 1 June 2017.
- In response to questions, a representative from Agilisys confirmed that security audits had been conducted as planned during 2-4 May 2017, and the necessary certificates updated. Agilisys recognised more work needed to be done on security patching following the recent Ransomware incident.

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9. **OPEN MEDIATED WI-FI**

Members considered a Gateway 7 Outcome report of the Chamberlain on Open Mediated Wi-Fi. In response to a question regarding Wi-Fi provision at Guildhall events including the forthcoming Innovate Finance conference, the Chamberlain agreed to submit a report on the issue to a future meeting of the Sub Committee. In the meantime, Members were assured that the IT Division would continue to liaise with the Remembrancer's Events Team to ensure Wi-Fi provision at City events was satisfactory.

RESOLVED, that the Open Mediated Wi-Fi project be closed.

10. **CORPORATE DISASTER RECOVERY CENTRE**

Members considered and agreed a Gateway 7 Outcome report of the Chamberlain on the Corporate Disaster Recovery Centre.

RESOLVED, that the Corporate Disaster Recovery Centre project be closed.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Resolution of the Barbican Residential Committee regarding the City of London Corporation Website

Members considered a tabled resolution from the Barbican Residential Committee dated 13 February 2017. The resolution noted that Members of the Barbican Residential Committee felt that the search engine on the City of London Corporation website was not fit for purpose. The following points were made.

- The IT Director noted that he had discussed this issue with the Director of Communications, who was responsible for the team that managed the City of London Corporation's website and intranet. Consultants had been appointed to advise on improving user experience of the website and would report in June 2017. Following this, a report would be submitted to Members that would outline proposed improvements to the website.
- Members queried the split in responsibility for website system infrastructure and website maintenance between the IT Director and the Director of Communications, and expressed concern that this illustrated a disjoint in oversight. In response the Chamberlain agreed to bring a paper to the Sub Committee outlining service responsibilities and business requirements for the City of London Corporation website and intranet.

13. **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.

14. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 22 February 2017 were approved as a correct record.

15. OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS

A joint report of the Town Clerk and Chamberlain on non-public outstanding actions since the last meeting was received.

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16. IT DIVISION RISK UPDATE

A report of the Chamberlain providing an IT Division Risk Update was received.

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17. IT TRANSFORMATION PROGRAMME - UPDATE REPORT

A report of the Chamberlain providing an update on the IT Transformation Programme was received.

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18. IT TRANSFORMATION PROGRAMME WIDE AREA NETWORK PROGRESS UPDATE

A report of the Chamberlain providing an update on the IT Transformation Programme Wide Area Network was received.

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19. SUPERFAST CITY PROGRAMME UPDATE

Members considered a report of the City Surveyor on the Superfast City Programme.

20. RESOLUTION OF THE PROJECTS SUB COMMITTEE [10 MAY 2017]

Members received a resolution of the Projects Sub (Policy and Resources) Committee dated 10 May 2017.

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21. RANSOMWARE INCIDENT - BRIEFING NOTE

Members received a report of the Chamberlain on the recent Ransomware incident.

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22. CITY OF LONDON CORPORATION: 10 STEPS MATURITY ASSESSMENT

The Chamberlain was heard regarding the 10 Steps Maturity Assessment.

23. **PATCHING REPORT**

The Chamberlain was heard regarding a Patching report.

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

There were no non-public questions.

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

There was no non-public business.

The meeting ended at 12.59 pm

Chairman

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