

INFORMATION TECHNOLOGY SUB (FINANCE) COMMITTEE

Friday, 14 July 2017

Minutes of the meeting of the Information Technology Sub (Finance) Committee held at Guildhall, EC2 on Friday, 14 July 2017 at 1.45 pm

Present

Members:

Deputy Jamie Ingham Clark (Chairman)
Hugh Morris (Deputy Chairman)
Randall Anderson
Deputy Keith Bottomley
John Chapman
Jeremy Mayhew
Deputy Robert Merrett
Sylvia Moys
James Tumbridge

Officers:

Alistair MacLellan	-	Town Clerk's Department
Bob Roberts	-	Director of Communications
Melissa Richardson	-	Town Clerk's Department
Peter Kane	-	Chamberlain
Sean Green	-	IT Director
Matt Gosden	-	Deputy IT Director
Kevin Mulcahy	-	Chamberlain's Department
Jane Reynolds	-	Comptroller & City Solicitor's Department
Alison Hurley	-	City Surveyor's Department
Steve Bage	-	City Surveyor's Department

Attending:

Adrian Davey	-	Cirrus Futures
Goy Roper	-	Socitm Advisory (Item 18 only)
John Tyreman	-	Socitm Advisory (Item 18 only)

1. APOLOGIES

Apologies were received from Rehana Ameer and Tim Levene.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 26 May 2017 were approved as a correct record.

4. **OUTSTANDING ACTIONS**

The Sub-Committee considered a joint report of the Town Clerk and the Chamberlain which provided updates of outstanding actions from previous meetings.

RECEIVED

5. **IT DIVISION UPDATE**

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

- The IT Director noted that the requirement to provide IT VIP support to the Town Clerk in his capacity as head of the Grenfell Tower task force had entailed a temporary freeze on IT services such as remote support. This freeze had now been lifted.
- In response to a comment from a Member, the IT Director noted that the procurement process would have ensured any skills installed during the IT transformation programme were Disability Discrimination Act (DDA) 2005-compliant.
- Members noted their thanks to the IT VIP Team for its response to recent events including the London and Manchester terror attacks, and the Grenfell Tower fire.

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6. **COUNCIL TAX & BUSINESS RATES**

Members considered a Gateway 7 project report of the Chamberlain regarding Council Tax & Business Rates.

RESOLVED, that the project be closed.

7. **GDPR BRIEFING**

Members considered a report of the Chamberlain regarding the forthcoming General Data Protection Regulations (GDPR) that would come into effect from May 2018, and the following points were made.

- The IT Director noted that there was now an element of risk around ensuring compliance with GDPR, noting that there was a potential fine of 4% of turnover in the event of the GDPR being breached.
- A Member welcomed the report but requested that any further iteration was given input by the Comptroller & City Solicitor's Department.
- In response to a question from a Member, the Town Clerk agreed to establish whether the Sub Committee was due to receive a resolution from the Local Government Pensions Board or Police Pensions Board.

- In response to a comment from a Member, the IT Director agreed to prepare a paper setting out the implications of the GDPR for relevant City Committees and Boards, including the independent schools.
- A Member commented that she had recently attended the International Data Privacy Conference, and it was her impression that the new UK Information Commissioner would likely bring new rigor to auditing evidence of compliance.

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8. WEBSITE UPDATE AND ACTION PLAN INCLUDING MEMORANDUM OF UNDERSTANDING BETWEEN THE IT DIVISION AND COMMUNICATIONS DIVISION

Members considered a joint report of the Director of Communications and the IT Director regarding the City of London Corporation website, and a memorandum of understanding between the IT Division and the Communications Division. The following points were made.

- The Director of Communications acknowledged that there was room for improvement in terms of the City of London Corporation website, and noted that the enclosed MOU was intended to give Members assurance that the issue was being addressed.
- The IT Director noted that his forthcoming GDPR paper would include a section on ensuring the City of London Corporation website was compliant.
- In response to a comment from the Chairman, the Director of Communications confirmed that internal procedures had been put in place to govern the establishment of new City of London e-platforms and standalone websites.

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9. OPEN MEDIATED WIFI PROVISION FOR GUILDHALL EVENTS

Members considered a report of the Chamberlain regarding open mediated wi-fi provision for Guildhall events.

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10. WORK PROGRAMME

Members considered a report of the Chamberlain regarding the future work programme of the Sub Committee.

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

Length of Reports

In response to a question from a Member, the Chamberlain agreed that there was scope to ensure future reports before the Sub Committee were more concise.

Business Rates Software

In response to a question from a Member, the Chamberlain confirmed that the City of London Corporation's business rate software was up to date.

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

There were no items of urgent business.

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 26 May 2017 were approved as a correct record.

15. **NON PUBLIC OUTSTANDING ACTIONS**

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

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16. **IT TRANSFORMATION PROGRAMME - UPDATE REPORT**

Members considered an update report of the Chamberlain regarding the IT Transformation Programme.

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17. **IT MOBILITY STRATEGY**

Members considered a report of the Chamberlain regarding the IT Mobility Strategy.

18. **SOCITM ASSURANCE COVERING REPORT**

Members agreed to vary the order of items on the agenda so that Item 22 – SOCITM Assurance Covering Report was considered next.

Members considered a report of the Chamberlain on SOCITM Assurance.

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19. **NEW IT TARGET OPERATING MODEL**
Members considered a report of the Chamberlain on the new IT Target Operating Model.
20. **CUSTOMER RELATIONSHIP MANAGEMENT (CRM)**
Members considered a report of the Chamberlain regarding Customer Relationship Management (CRM).
21. **AGILISYS CONTRACT NEGOTIATIONS MEMBERS WORKSHOP**
Members considered a report of the Chamberlain regarding the Agilisys Contract negotiations Members' Workshop.

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22. **IT DIVISION RISK UPDATE**
Members considered an update report of the Chamberlain regarding IT Division Risk.

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23. **DEEP DIVE: CR16 INFORMATION SECURITY**
Members considered a report of the Chamberlain regarding a deep dive on CR16 – Information Security.

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24. **CITY OF LONDON PSN CERTIFICATION VERBAL UPDATE**
The IT Director was heard regarding the City of London PSN Certification Update.
25. **IT SERVICE AND PERFORMANCE**
Members considered a report of the Chamberlain on IT Service and Performance.

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26. **SUPERFAST BROADBAND RESOURCE**
Members considered a joint report of the Chamberlain and the Director of Built Environment regarding Superfast Broadband Resource.
27. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
28. **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 other non-public business.

The meeting ended at 3.54 pm

Chairman

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