



## Digital Services Committee

**Date:** THURSDAY, 15 MAY 2025

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOMS - WEST WING, GUILDHALL

**Members:**

Simon Burrows, Bishopsgate	Alderman Sir William Russell, Barbican
Deputy Timothy Butcher	Centre Board (Ex-Officio Member)
Lesley Cole	Deputy James Thomson CBE, City
Susan Farrington, Finance	Bridge Foundation Board (Ex-Officio
Committee (Ex-Officio Member)	Member)
Deputy Caroline Haines, Policy &	James Tumbridge
Resources Committee (Ex-Officio	Deputy Dawn Wright
Member)	

**Enquiries:** Kate Doidge  
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### Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

**Ian Thomas CBE**  
Town Clerk and Chief Executive

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**

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

3. **COURT ORDER**

To receive the Order of the Court of Common Council dated 25<sup>th</sup> April 2025 appointing the Committee and setting its Terms of Reference.

**For Information**  
(Pages 7 - 8)

4. **ELECTION OF A CHAIRMAN**

To elect a Chairman in accordance with Standing Order No.28.

**For Decision**

5. **ELECTION OF A DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order No.29.

**For Decision**

6. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 30<sup>th</sup> January 2025.

**For Decision**  
(Pages 9 - 14)

7. **APPOINTMENTS TO OTHER COMMITTEES**

Report of the Town Clerk.

**For Decision**  
(Pages 15 - 18)

8. **DRAFT CHAMBERLAIN'S BUSINESS PLAN FOR 2025/26**

Report of the Chamberlain.

**For Decision**  
(Pages 19 - 40)

9. **DIGITAL, INFORMATION AND TECHNOLOGY SERVICE (DITS) - SERVICE DELIVERY SUMMARY**

Report of the Chamberlain.

**For Information**  
(Pages 41 - 46)

10. **DIGITAL, INFORMATION, AND TECHNOLOGY SERVICE (DITS) - BUSINESS PLAN END OF YEAR UPDATE**

Report of the Chamberlain.

**For Information**  
(Pages 47 - 52)

11. **QUARTERLY PROGRAMME SAPPHIRE (ERP) UPDATE REPORT - Q4 2024/25**

Report of the Chamberlain.

Note: Appendix 4 is Non-Public and can be found at Agenda Item 18.

**For Information**  
(Pages 53 - 66)

12. **CO-PILOT PROOF OF VALUE REPORT**

Report of the Chamberlain.

**For Information**  
(Pages 67 - 86)

13. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

**For Information**  
(Pages 87 - 88)

14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

16. **EXCLUSION OF THE PUBLIC**

MOTION - 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 Schedule 12A of the Local Government Act.

**For Decision**

**Part 2 - Non-Public Items**

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 30<sup>th</sup> January 2025.

**For Decision**  
(Pages 89 - 92)

18. **QUARTERLY PROGRAMME SAPPHIRE (ERP) UPDATE REPORT - Q4 2024/25**

Report of the Chamberlain (Non-Public Appendix 4 – to be read in conjunction with Agenda Item 11).

**For Information**  
(Pages 93 - 94)

19. **DIGITAL, INFORMATION AND TECHNOLOGY SERVICE (DITS) - RISK UPDATE**

Report of the Chamberlain.

**For Information**  
(Pages 95 - 104)

20. **CYBER SECURITY UPDATE**

Report of the Chief Information Security Officer (COLP).

**For Information**  
(Pages 105 - 134)

21. **PHOENIX SOC SERVICE**

Report of the Chamberlain.

**For Information**  
(Pages 135 - 138)

22. **CITY OF LONDON POLICE ORGANISATIONAL LEVEL AGREEMENT**

**For Information**  
(Verbal Report)

23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**