

DIGITAL SERVICES SUB (FINANCE) COMMITTEE

Thursday, 30 May 2019

Minutes of the meeting of the Digital Services Sub (Finance) Committee held at the Guildhall EC2 at 1.45 pm.

Present

Members:

Randall Anderson (Chairman)	Jeremy Mayhew
Deputy Jamie Ingham Clark (Deputy Chairman)	Deputy Hugh Morris
Rehana Ameer	
Deputy Keith Bottomley	

In attendance:

Sylvia Moys
John Chapman

Officers:

Rofikul Islam	- Town's Clerk
Melissa Richardson	- Town's Clerk
Peter Kane	- Chamberlain
Sean Green	- Chamberlain
Samantha Kay	- Chamberlain
Matt Gosden	- Chamberlain
Gary Brailsford-Hart	- City of London Police
Graeme Quarrington-Page	- Chamberlain

1. APOLOGIES

Apologies for absence were received from Tim Levene, James Tumbridge. Jeremy Mayhew gave notice that he might be slightly late.

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

There were no declarations.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED, that the Public Minutes of the meeting held on 5 April 2019 be approved as a correct record.

4. OUTSTANDING ACTIONS

The Sub-Committee received a joint report of the Town Clerk and the Chamberlain which provided updates of outstanding actions from previous meetings. The report also provided information on the Sub-Committee's proposed work plan for forthcoming meetings.

The Chairman expressed an interest to have Sylvia Moys, John Chapman and James Tumbridge co-opted onto the Sub-Committee.

RESOLVED – That the Sub-Committee notes the report.

5. **FORWARD PLAN**

The Sub-Committee received a report of the Chamberlain which provided the Members with a horizon scan of the Sub-Committee's work plan for the ensuing municipal year.

RESOLVED – That the Sub-Committee notes the report.

6. **PRESENTATION FROM THE OPEN SPACES ON THEIR DIGITAL JOURNEY**

In consultation with the Chairman, the item has been deferred to a future meeting.

7. **CHANGE AND ENGAGEMENT UPDATE**

The Sub-Committee received a report of the Chamberlain on the Change and Engagement Update. Members were informed that the IT Transformation has delivered £250,000 in cashable storage savings. To deliver further benefits requires increased adoption of the Office 365 toolset that the City of London has already invested in with Microsoft licence agreement. A further example of benefit from adoption of Office 365 is the Freeman's School which is based in Leatherhead and is now able to avoid travel time and cost using Skype for Business video conference with colleagues based at the Guildhall.

A Member asked what will happen to the funds saved from the IT Transformation programme. Members were informed that any saving from the programme will go back to the Corporate Funds of the City of London.

Additionally, a Member sought clarification on the benefits of the business case for the programme. While noting the above benefits, it was agreed that , a review will be carried out to explore the additional financial and non-financial benefits of the programme.

RESOLVED – That the Sub-Committee notes the report.

8. **CITY OF LONDON CORPORATION INFORMATION MANAGEMENT EXECUTIVE SUMMARY**

The Sub-Committee received a report of the Chamberlain on the City of London Corporation on the proposed Information Management Strategy. It is recognised that the City does not currently have clear guidelines for data retention and far too much material is held for too long, increasing storage cost. More importantly, much of this information is not held in a manner that makes it readily accessible. The City intends to adopt best in class management practices while also making more of its information available to the public. Members were further told that there is a communications campaign planned to spread the messaging around this strategy across the City of London in the Autumn of 2019.

Members were assured that a revised paper on the City of London Corporation Information Management Executive Summary will be tabled to the Sub-Committee for approval at the next committee meeting.

RESOLVED – That the Sub-Committee notes the report.

9. **IT DIVISION - IT SERVICE DELIVERY SUMMARY**

The Sub-Committee received a report of the Chamberlain on the IT Division – IT Service Delivery Summary.

A Member asked how the organisation responds to the issues detailed in the report. Officers explained that the City of London has dedicated staff who work with stakeholders to resolve any issues.

RESOLVED – That the Sub-Committee notes the report.

10. **IT DIVISION RISK UPDATE**

The Sub-Committee received a report of the Chamberlain on the IT Division on the IT Division Risk Update. IT currently holds 2 risks on the Corporate Risk Register, whilst feeding into the GDPR Corporate risk which is owned by Comptrollers. There was a discussion around removing the CR16 the IT Security risk from the Corporate Risk Register however it was agreed that for the interim the risks should stay on the Corporate Risk Register. It was agreed that a paper would be produced on the current security maturity levels along with an outline of any further investments required to reach the necessary maturity levels.

It was further suggested that all IT Departmental Risks should be brought to the Committee as a regular item.

RESOLVED – That the Sub-Committee notes the report.

11. **IT DIVISION - IT DISASTER RECOVERY SUMMARY**

The Sub-Committee received a report of the Chamberlain on the IT Division – IT Disaster Recovery. There was a discussion on widening the Disaster Recovery processes to address business continuity issues. The wider test is planned for once the transformation programme is completed. A Member enquired when the next Disaster Recovery test is planned and why the annual test was missed. Officers explained that it was unfortunate that the annual test was missed, due to technical issues but every effort is being made to address this for as soon as possible. A member also requested that the Deputy IT Director consider how we can simulate a Disaster Recovery/Business Continuity exercise with a Denial of Service Scenario. This will be reported back at the next DSSC.

Members asked for a future report on the Disaster Recovery test.

RESOLVED – That the Sub-Committee notes the report and another report provided to a future committee meeting.

12. **CR 16 INFORMATION SECURITY RISK**

The Sub-Committee received a report of the Chamberlain on the CR 16 Information Security Risk. Officers informed Members that they are exploring ways to understand how the new Cyber Board toolkit can be adopted by the DSSC.

RESOLVED – That the Sub-Committee;

- Note the report.
- Consider the use of the Cyber Security Board Toolkit.
- Agree the recommendation to adopt the National Cyber Security Toolkit and a deep dive workshop run by the IT Security Director to customise the toolkit for the City of London Corporation.

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

There were no questions.

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

There were no items of urgent business.

15. **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.

The meeting closed at 3.18.

Chairman

Contact Officer: Rofikul Islam
Rofikul.islam@cityoflondon.gov.uk