

DIGITAL SERVICES COMMITTEE

Wednesday, 25 January 2023

Minutes of the meeting of the Digital Services Committee held at Guildhall, EC2 on
Wednesday, 25 January 2023 at 1.45 pm

Present

Members:

Dawn Wright (Chair)
Deputy Randall Anderson (Deputy Chairman)
Deputy Rehana Ameer (Ex-Officio Member)
Mary Durcan (Ex-Officio Member)
Alderman Professor Emma Edhem (Ex-Officio Member)
Alderman Sir Peter Estlin
Deputy Madush Gupta
Eamonn Mullally (Ex-Officio Member)

Officers:

Anna Clarke	- Department of the Chief Operating Officer
Sam Collins	- Department of the Chief Operating Officer
Matt Gosden	- Department of the Chief Operating Officer
John James	- Chamberlain's Department
Emma Moore	- Department of the Chief Operating Officer
Melissa Richardson	- Town Clerk's Department
Blair Stringman	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderman Timothy Hailes, Emma Edhem and James Tumbridge.

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

There were no declarations.

3. MINUTES

RESOLVED: That the public minutes and non-public summary of the meeting held on 21 November 2022 be approved as an accurate record.

4. MATTERS ARISING

There were no matters arising.

5. *DITS RISK UPDATE

The Committee received a report of the Chief Operating Officer.

The Committee was informed that the item would be taken into the non-public section of the meeting.

6. SERVICE TEAM DEMONSTRATION

The Committee received a presentation of the Chief Operating Officer concerning the launch of the new Digital Services Portal.

The committee was informed that the new portal would provide staff with the following:

- Log Incidents and Service Requests
- Browse the Service Catalogue to request devices, change access requirements or request new accounts.
- Browse the Applications Catalogue and select standard Applications for download/install.
- View your tickets and track progress through to resolution or fulfilment.
- View Notifications detailing Service Outages, IT related Announcements and Advisory Messages
- Notifications will be specific to your Organisation (City Corporation, City Police or London Councils).

RESOLVED – That, the presentation be noted.

7. DITS SERVICE DELIVERY SUMMARY

The Committee received a report of the Chief Operating Officer concerning a summary of service delivery by the Digital Information Technology Service.

RESOLVED – That, the report be noted.

8. REVENUE BUDGETS - LATEST APPROVED 2022/23 AND ORIGINAL ESTIMATES 2023/24

The Committee considered a joint report of the Chamberlain and the Chief Operating Officer concerning the annual submission of revenue and budgets for subsequent submission to the Finance Committee.

RESOLVED – That Members,

- i) note the latest approved revenue budget for 2022/23;
- ii) review and approve the proposed 2023/24 draft revenue budget to ensure that it reflects the Committee's objectives and, approve the budget for onward submission to the Finance Committee; and
- iii) note the committee's capital budgets for 2023/24, set out in Appendix 2, for onward submission to Finance Committee

9. DEPARTMENT OF THE CHIEF OPERATING OFFICER BUSINESS PLANS 2023/24

The Committee considered a report of the Chief Operating Officer concerning the Business Plan for the Department of The Chief Operating Officer for 2023/23.

RESOLVED – That Members,

- i) Note the direction of travel within the Department of the COO and the associated transformation planning within DITS.
- ii) Approve the Department of the COO Business Plan for 2023/24 (**Appendix 1**).
- iii) Approve the DITS Business Plan for 2023/24 (**Appendix 2**)

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

There were no questions.

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

There were no items of urgent business.

11.1 **Annual Review of Terms of Reference**

The following was raised:

- The Town Clerk tabled the Annual Terms of Reference for decision.

RESOLVED – That, the Terms of Reference of the Digital Services Committee, subject to any comments be approved for submission to the Court of Common Council in April, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

12. **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.

13. **NON-PUBLIC MINUTES**

The Sub-Committee approved the non-public minutes of the meeting held on 21 November 2022 as an accurate record.

14. **MATTERS ARISING**

There were no matters arising.

15. **IT CONSOLIDATION**

The Committee received a presentation of the Chief Operating Officer.

16. **MINIMUM SECURITY BASELINE**

The Committee received a presentation of the Chief Operating Officer.

17. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no non-public questions.

18. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was no other non-public business.

The meeting ended at 3.05pm

Chairman

**Contact Officer: Blair Stringman
Blair.Stringman@cityoflondon.gov.uk**