

DIGITAL SERVICES COMMITTEE

Wednesday, 24 May 2023

Minutes of the meeting of the Digital Services Committee held at Guildhall, EC2 on Wednesday, 24 May 2023 at 1.45 pm

Present

Members:

Dawn Wright (Chair)
Deputy Randall Anderson (Deputy Chairman)
Mary Durcan (Ex-Officio Member)
Deputy Madush Gupta
Alderman Timothy Hailes
James Tumbridge

Officers:

Anna Clarke	- Department of the Chief Operating Officer
Sam Collins	- Department of the Chief Operating Officer
Zakki Ghauri	- Department of the Chief Operating Officer
Matt Gosden	- Department of the Chief Operating Officer
Emma Moore	- Department of the Chief Operating Officer
Melissa Richardson	- Deputy Town Clerk's Department
Blair Stringman	- Deputy Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderman Sir Peter Estlin and Eamon Mullaly.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

The Committee received the order of the Court of Common Council held at the Guildhall of the City of London on Thursday 27th April 2023, which appointed the Committee until the first meeting of the Court in April 2024 and approved its terms of reference.

RESOLVED – That, the order be noted.

4. ELECTION OF CHAIRMAN

The Committee considered the report to elect a Chairman in accordance with Standing Order No. 29.

The Committee received an Expression of Interest from Dawn Wright to be elected as uncontested Chair of the committee.

RESOLVED - That Dawn Wright be declared as Chair of the Committee for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee considered the report to elect a Deputy Chairman in accordance with Standing Order No. 30

The Committee received one Expression of Interest from Deputy Randall Anderson to be elected as uncontested Deputy Chair of the committee.

RESOLVED - That Deputy Randall Anderson be declared as Deputy Chair of the Committee for the ensuing year.

6. **MINUTES**

RESOLVED: That the public minutes and non-public summary of the meeting held on 25 January 2023 and 22 March 2023 be approved as an accurate record.

6.1 **Draft Minutes of the Digital Services Committee held on 25 January 2023**

RESOLVED: That the public minutes and non-public summary of the meeting held on 25 January 2023 be approved as an accurate record.

6.2 **Draft Minutes of the Digital Services Committee held on 22 March 2023**

RESOLVED: That the public minutes and non-public summary of the meeting held on 22 March 2023 be approved as an accurate record subject to the amendment of James Tumbridge recorded apologies.

MATTERS ARISING

The Committee received a presentation from Hitachi representatives Jonathan Scott and Oliver Glassmann.

The following topics were discussed:

- Typical Challenges with data
- Unlocking the value in data
- Data & Analytics Assessment Objectives
- Assessment Workshops
- Workshop Participation

RESOLVED – That, the presentation be noted.

7. **FORWARD PLAN**

The Committee received a report of the Chief Operating Officer regarding the Forward Plan.

RESOLVED – That, the Forward Plan be noted.

8. **DITS SERVICE DELIVERY SUMMARY**

The Committee received a report of the Chief Operating Officer regarding a service delivery summary on Digital Technology Services at the Corporation.

RESOLVED – That, the report be noted.

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

There were no questions.

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

There was one item of urgent business which was table for decision regarding Member Governance Enterprise Resource Planning Delivery.

RESOLVED – That,

- a) Members endorse and approve Digital Services Committee as the lead committee for the Enterprise Resource Planning (ERP) solution.
- b) Members endorse the continuation of the ERP Member Steering Group, comprising of members from each Committee/Board for strategic oversight of the responsibilities undertaken by the ERP Project Board.

11. **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.

12. **NON-PUBLIC MINUTES**

RESOLVED – That, the Non-Public Minutes of the meeting held on 22 March 2023 be agreed as a correct record.

13. **DITS RISK UPDATE**

The Committee received a report of the Chief Operating Officer.

14. **CONNECTIVITY / UX ISSUES SUMMARY**

The Committee received a report of the Chief Operating Officer.

15. **CYBER SECURITY**

The Committee received a report of the Chief Operating Officer.

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

There were no non-public questions.

17. **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.

18. **MINUTES**

RESOLVED – That, the Confidential Minutes of the meeting held on 25 January 2023 be agreed as a correct record.

19. **SERVICE TRANSITION PROGRAMME**

The Committee received a report of the Chief Operating Officer.

The meeting ended at 3.15pm

Chairman

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