

# INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 2pm on Tuesday 9<sup>th</sup> February 2016, in the Committee Room 2, The Council House.

*Refreshments will be available outside the room from 1.50pm*

Raymond Scott  
2 February 2016

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## AGENDA

### 1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary **before 5pm on Thursday 4 February 2016**. Reserved items appear in Section D. Only items in Section D will be copied & circulated by the Committee Office.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Learn tab
- Then find the Information, Strategy and Services Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

Or the open items can be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/information-strategy-and-services-committee/information-strategy-and-services-committee-2015-2016>)

### 2. MINUTES

To confirm  
the Minutes of the meeting held on 20 October 2015. (Enclosed)

### 3. MATTERS ARISING FROM THE MINUTES

There are no actions to report on from the meeting held on 20 October 2015.

### 4. STATEMENTS BY THE CHAIR

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

*Please look under 1. Business of the Agenda for details of how to view these documents.*

A1 UEA LIBRARY 2016-50 OPTION APPRAISAL

To consider and comment on  
a report on the Library 2016-50 option appraisal 'Responding to Growth'.  
ISC15D012 (Divider A)

A2 ISD FUNDING REQUESTS

To consider and approve  
a report on ISD funding requests. ISC15D013 (Divider B)

\*A3 BUSINESS SYSTEMS DEVELOPMENT

To consider and approve  
a confidential report on the resource required to address development requests  
for business systems. ISC15D014 (Divider C)

\*A4 WEBSITE GOVERNANCE AND MANAGEMENT

To consider and comment on  
a confidential report from ARM DIT and CIS on the issues and risks pertaining  
to the governance and management of the UEA website, and actions to  
address them. ISC15D015 (Divider D)

\*A5 IT SECURITY PROJECT UPDATE

To consider and comment on  
a confidential report on IT security project (a standing item). ISC15D016  
(Divider E)

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## SECTION B:

### ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

*Please look under 1. Business of the Agenda for details of how to view these documents.*

B1 FILE RESTORATION POLICY

To consider  
a revision to the file restoration policy ISC15D017 (Divider F)

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**SECTION C: ITEMS FOR REPORT**

*Please look under 1. Business of the Agenda for details of how to view these documents.*

**C1     WEB UPDATE**

To receive

a report on recent issues with the stability and availability of the UEA website and portal. ISC15D018

**C2     LIBRARY KEY PERFORMANCE INDICATORS**

To receive

a report on key performance indicators from the Library. ISC15D019

**C3     ISD PROJECTS UPDATE 15/16**

To receive

an update report on projects in the ISD Programme of Work 15/16. ISC15D020

**C4     ISD PROGRAMME OF WORK UPDATE 15/16**

To receive

an update report on the ISD Programme of Work 15/16. ISC15D021

**C5     INFORMATION COMPLIANCE 2016**

To receive

a report on information compliance activities during the calendar year 2015. ISC15D022

**\*C6    SECURITY UPDATE AND COMPUTER MISUSE 2016**

To receive

a report on information security and computer misuse activities during the calendar year 2015. ISC15D023

**C7     DIGITAL VOYAGER PROJECT EVALUATION**

To receive

a project evaluation report on digital voyager. ISC15D024

**C8     ISD'S RESPONSE TO STUDENT FEEDBACK 'YOU SAID WE DID'**

To receive

a report on ISD's response to issues raised by students in recent months. ISC15D025

C9 REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes (to follow once approved by the chair) from the IT Forum meeting will be available from: <https://portal.uea.ac.uk/information-services/committees/it-forum>
- Papers and draft minutes (to follow once approved by the chair) from the Library Forum meeting will be available from: <https://portal.uea.ac.uk/information-services/committees/library-forum>
- The Research Board did not meet in January. Papers from previous meetings are available from: <https://portal.uea.ac.uk/information-services/committees/research-board>
- Papers and draft minutes (to follow once approved by the chair) from the Education Board meeting will be available from: <https://portal.uea.ac.uk/information-services/committees/education-board>
- Papers and draft minutes (to follow once approved by the chair) from the Corporate Information Services Board meeting will be available from <https://portal.uea.ac.uk/information-services/committees/cis-board>

C10 DATES OF MEETINGS

To report

that the next meeting of the Committee 2015-16 has been scheduled for 2pm on the following date:

Tuesday 14<sup>th</sup> June 2016

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**SECTION D: RESERVED AGENDA**

*Please look under 1. Business of the Agenda for details of how to view these documents.*

***There are no reserved agenda items.***