

INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Tuesday 18 October 2016, in Committee Room 2.

Refreshments will be available outside the room from 1.45pm

Raymond Scott
11 October 2016

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 Friday 14 October 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 Blackboard 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-2016-2017>)

2. MINUTES

To confirm
the Minutes of the meeting held on 14 June 2016. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES – ISC16D001 (Divider A)

4. STATEMENTS BY THE CHAIR

SECTION A: ITEMS FOR DISCUSSION AND ACTION

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

A1. LIBRARY SPACE UPDATE

To consider

a report on the management of space within the Library building. ISC16D002
(Divider B)

*A2. WEBSITE STABILITY PROJECT

To consider

a confidential report on the progress of the Website Stability Project.
ISC16D003 (Divider C)

*A3. SECURITY PROJECT

To consider

a confidential report on the progress of the IT Security Project. ISC16D004
(Divider D)

A4. FACULTY HOUSEKEEPING UPDATE

To consider and approve

a proposal on options to address matters arising within the Faculty
Housekeeping Project. ISC16D005 (Divider E)

*A5. COMPLIANCE SEARCH PROTOCOL

To consider and approve

a confidential proposal to use central search tools to support requests for
information handled by the information compliance team. ISC16D006 (Divider
F)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Friday 14 October 2016.

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

B1. TERMS OF REFERENCE AND MEMBERSHIP OF THE COMMITTEE

To consider

ISSC Terms of reference and Membership 2016-17. ISC16D007 (Divider G)

ISC16A001

B2. PROPOSED PROGRAMME OF WORK 16/17

To consider
ISD Programme of Work 16/17. ISC16D008 (Divider H)

B3. ISD RISK REGISTER

To consider
the revised ISD risk register 16/17. ISC16D009 (Divider I)

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Friday 14 October 2016.

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

C1. PROGRAMME OF WORK

To receive
a report on ISD Programme of Work – Academic Year 2015/16. ISC16D010

C2. ISD EVENTS DIARY

To receive
a report on events in 2016/17 to be hosted by ISD. ISC16D011

C3. GENERAL DATA PROTECTION REGULATION (GDPR) PROJECT

To receive
a report on progress with work to address the GDPR. ISC16D012

*C4. INFORMATION SECURITY REPORT 2016

To receive
a confidential report on information security incidents Jan-Sept 2016.
ISC16D013

C5. REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes from the IT Forum meeting on 5 October 2016 will be available from: <https://portal.uea.ac.uk/information-services/committees/it-forum>
- Papers and draft minutes from the Library Forum meeting on 29 September 2016 will be available from: <https://portal.uea.ac.uk/information-services/committees/library-forum>
- The Research Board did not meet in September. Papers from previous meetings are available from: <https://portal.uea.ac.uk/information-services/committees/research-board>

ISC16A001

- Papers and draft minutes from the Education Board meeting on 4 October 2016 will be available from: <https://portal.uea.ac.uk/information-services/committees/education-board>
- Papers and draft minutes from the Corporate Information Services Board meeting on 3 October 2016 will be available from: <https://portal.uea.ac.uk/information-services/committees/cis-board>

C6. TERMS OF REFERENCE FOR ISD PROGRAMME BOARDS and GROUPS

- Terms of Reference of the IT Forum: <https://portal.uea.ac.uk/documents/6207125/8008940/it-forum-tor.pdf>
- Terms of Reference of the Library Forum: <https://portal.uea.ac.uk/documents/6207125/8009736/lib-forum-tor.pdf>
- Terms of Reference of the Research Board: <https://portal.uea.ac.uk/documents/6207125/8009741/research-board-tor.pdf>
- Terms of Reference of the Education Board: <https://portal.uea.ac.uk/documents/6207125/8048586/education-board-tor.pdf>
- Terms of Reference of the Administrative Systems Board: <https://portal.uea.ac.uk/documents/6207125/8009759/corp-info-services-board-tor.pdf>

C7. RESERVED AREAS OF BUSINESS

To receive
confidentiality and Reserved Areas of Business ISC16D014

C8. DATES OF MEETINGS

To report
that the meetings of the Committee 2016-17 have been scheduled for 2pm on the following dates:

Tuesday 31 January 2017
Tuesday 13 June 2017

SECTION D: RESERVED AGENDA

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

No items have been received