

# INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 2pm on Tuesday 13 June 2017, in Committee Room 2.

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

Raymond Scott  
8 June 2017

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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 1pm on Monday 12 June 2017**. 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 31 January 2017. (Enclosed)

### 3. MATTERS ARISING FROM THE MINUTES

ISC16D027 (Divider A)

### 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. DIGITAL STRATEGY DEVELOPMENT

To consider and comment on  
a confidential report on the findings and key themes emerging from the internal stakeholder engagement for the digital strategy. ISC16D028 (Divider B)

\*A2. IT SECURITY UPDATE

To consider and comment on  
(1) a confidential report on IT security compliance. ISC16D029 (Divider C)  
(2) a confidential report on IT security project (a standing item).  
ISC16D030 (Divider D)

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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. IT SERVICE IMPROVEMENT PLAN

To consider and comment on  
a plan to improve IT service delivery for the coming academic year. ISC16D031

B2. COLLECTION DEVELOPMENT POLICY REVIEW

To receive  
the updated collection development policy. ISC16D032

B3. CONDITIONS OF COMPUTER USE

To receive  
annual review of the Conditions of Computer Use. ISC16D033

B4. LIBRARY RULES

To receive  
annual review of the Library Rules. ISC16D034

B5. DATA LOSS PREVENTION

To receive  
a proposal for the use of data loss prevention tools on Office 365. ISC16D035

## ISC16A003

B6. PCI SECURITY POLICY UPDATE

To receive  
annual review of updated PCI security policies. ISC16D036

B7. INFORMATION COMPLIANCE POLICY UPDATE

To receive  
updated information compliance policies (FOIA, EIR, and information classification). ISC16D037

B8. EMAIL AND WEB ADDRESS NAMING POLICY UPDATE

To receive  
updated policy on the approach to issuing email and web addresses.  
ISC16D038

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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. LIBRARY ANNUAL REPORT 15/16

To receive  
the annual report for the Library. ISC16D039

\*C2. WEBSITE UPDATE

To receive  
a confidential update report on the project to deliver a new website. ISC16D040

C3. GDPR UPDATE

To receive  
(1) an update report on the work in hand to prepare for new data protection legislation. ISC16D041  
(2) a roadmap showing activities undertaken and their status. ISC16D042

C4. ISD PROGRAMME OF WORK UPDATE 16/17

To receive  
an update report on the ISD Programme of Work 16/17. ISC16D043

C5. READING ONLINE PROJECT UPDATE

To receive  
an update report on the reading online project. ISC16D044

## ISC16A003

### C6. COLLECTION DEVELOPMENT AND DESELECTION PROJECT UPDATE

To receive

an update report on the Library's collection development and deselection project. ISC16D045

### C7. REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes (to follow once approved by the chair) from the IT Forum 22 May 2017 will be available from: <https://intranet.uea.ac.uk/is/committees#ITCF>
- Papers and draft minutes (to follow once approved by the chair) from the Library Forum 25 May 2017 will be available from: <https://intranet.uea.ac.uk/is/committees/lir-forum>
- The Research Board did not meet in May. Papers from previous meetings are available from: <https://intranet.uea.ac.uk/is/committees/research-board>
- Papers and draft minutes (to follow once approved by the chair) from the Education Board 24 May 2017 will be available from: <https://intranet.uea.ac.uk/is/committees/education-board>
- Papers and draft minutes (to follow once approved by the chair) from the Corporate Information Services Board 23 May 2017 will be available from: <https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

### C8. DATES OF MEETINGS

To report

that the meetings of the Committee for 2017-18 have been scheduled for:

Tuesday 10 October 2017 (2pm)

Tuesday 30 January 2018 (2pm)

Tuesday 12 June 2018 (2pm)

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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 papers under Section D.***