

# INFORMATION, STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information, Strategy and Services Committee at 2pm on Friday 3 February 2011, in Committee Room 2.

*Tea, Coffee and Biscuits will be available in the room from 1.40pm*

Duncan Westlake  
27 January 2012

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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 Wednesday 1 February 2012. Reserved items appear in Section D.

2. MINUTES

To confirm  
the Minutes of the meeting held on 10 November 2011. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

4. STATEMENTS BY THE CHAIR

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. ISD CUBS SUBMISSION

To consider

- A report on CUBS bids from ISD ISC11D029 (Divider A)
- The confidential business case for reading list software ISD ISC11D030 (Divider B)
- The business case for the Mobile University ISD ISC11D031 (Divider C)

## ISC11A002

### A2 FINANCE SYSTEM

To consider

- A report on the plan for the replacement of the finance system ISD ISC11D032 (Divider D)

### A3 IT STRATEGY

To consider

- A discussion paper on the implementation of IT strategy review ISD ISC11D033 (Divider E)

### A4 FREEDOM OF INFORMATION, DATA PROTECTION AND COPYRIGHT

To consider

- Information Compliance Annual Report ISC11D034 (Divider F)
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## **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 Wednesday 1 February 2012.

### B1 FREEDOM OF INFORMATION

To receive

- Annual review of Freedom of Information policy ISC11D036 (Divider G)

### B2 TERMS OF REFERENCE AND MEMBERSHIP OF THE COMMITTEE

To receive

- ISSC Terms of reference ISC11D037 (Divider H)
- ISSC Membership 2011-12 ISC11D038 (Divider I)

### B3 USER ENTITLEMENTS

To receive

- Revised ISD User Entitlement policy ISC11D040 (Divider J)

### B4 SUPPORT FOR COMPUTING EQUIPMENT AWAY FROM CAMPUS

To receive

- A report on the support available to users of desktop and laptop equipment used away from campus ISC11D041 (Divider K)
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## 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 Wednesday 1 February 2012.

These items can be found on the Information, Strategy and Services Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/issc/issc1112>

### C1 PROGRAMME OF WORK

To receive

- Report on ISD Programme of Work – Academic Year 2011/12 ISC11D042

### C3 IT FORUM

Papers and draft minutes from the IT Forum 8<sup>th</sup> February 2012 will be available from:

<https://intranet.uea.ac.uk/is/committees#ITCF>

### C4 LIBRARY FORUM

Papers and draft minutes from the Library Forum 27<sup>th</sup> January 2012 will be available from:

<https://intranet.uea.ac.uk/is/committees#LLRF>

### C5 RESEARCH BOARD

Papers and draft minutes (to follow once approved by Chair) from the Research Board 11<sup>th</sup> January 2012 will be available from:

<https://intranet.uea.ac.uk/is/committees#researchboard>

### C6 EDUCATION BOARD

Papers and draft minutes (to follow once approved by Chair) from the Education Board 18<sup>th</sup> January 2012 will be available from:

<https://intranet.uea.ac.uk/is/committees#educationboard>

### C7 SECURITY BREACHES

To receive

- Report on security breaches ISC11D043

### C8. SECURITY REVIEW

To receive

- Report on annual security review and penetration testing ISC11D035

### C9 DATES OF MEETINGS

To report

that the remaining meeting of the Committee 2011-12 has been scheduled for 2pm on the following date:

Tuesday, 12 June, 2012

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## SECTION D: RESERVED AGENDA

*No items have been received*