

# INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 2pm on Thursday 6 February 2014, in 01.12 Congregation Hall.

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

Raymond Scott  
15 January 2014

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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 Monday 3 February 2014. Reserved items appear in Section D.

### 2. MINUTES

To confirm

The Minutes of the meeting held on 8 November 2013. (Enclosed)

### 3. MATTERS ARISING FROM THE MINUTES

To receive

An update on actions from the meeting held on 8 November 2013. (Enclosed)

### 4. STATEMENTS BY THE CHAIR

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

### A1 INTRANET AND PORTAL REVIEW

To consider and approve

A proposal for the development of the University intranet/portal ISC13D016 (Divider A)

### A2 PRINTING AND PHOTOCOPYING FOR STUDENTS

To consider and approve

A proposal for changes to the provision of printing and photocopying services to students ISC13D017 (Divider B)

## ISC13A002

### A3 ISD CUBS SUBMISSION

To consider

A confidential ISD CUBS submission ISD13D018 (Divider C)

### A4 ISD STRATEGY REVIEW

To consider and approve

A proposal for reviewing and updating the IT and Library strategies into a single ISD strategy ISC13D019 (Divider D)

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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 Monday 3 February 2014.

### B1 LIBRARY ARCHIVES POLICY REVISION

To receive

A revision to the Library archives policy ISC13D020 (Divider E)

### B2 EMAIL AND WEB NAMING POLICY REVIEW

To receive

A revised policy on the naming of email and web addresses ISC13D021 (Divider F)

### B3 CPNI IT SECURITY AUDIT REVIEW

To receive

The confidential audit committee summary of findings from the CPNI critical control review ISC13D022 (Divider G)

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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 Tuesday 5 November 2013.

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

<http://www.uea.ac.uk/committeeoffice/ueacombds/issc/issc1314>

Click on the links within the agenda for the papers.

## ISC13A002

### C1 ISD PROGRAMME OF WORK 13/14

To receive

A report on the ISD Programme of Work 13/14 ISC13D023

### C2 ISD RISK REGISTER

To receive

A report on the review of risks ISD ISC13D024

### C3 FREEDOM OF INFORMATION, DATA PROTECTION AND COPYRIGHT

To receive

Information Compliance Annual Report ISC13D025

### C4 RECORDS MANAGEMENT

To receive

A report confirming that RRSs have been produced for DOS and ARM  
ISC13D026

### C5 SECURITY UPDATE

To receive

An annual report on security breaches, and IT security activities during 2013  
ISC13D027

### C6 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 of 15 January 2014 will be available from:  
<https://intranet.uea.ac.uk/is/committees/it-forum>
- Papers and draft minutes (to follow once approved by the chair) from the Library Forum meeting of 14 January 2014 will be available from:  
<https://intranet.uea.ac.uk/is/committees/llr-forum>
- Papers and draft minutes (to follow once approved by the chair) from the Research Board meeting of 10 January 2014 will be 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 meeting of 20 January 2014 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 meeting of 28 January 2014 will be available from <https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

### C7 TERMS OF REFERENCE FOR CORPORATE INFORMATION SERVICES BOARD

To receive

**ISC13A002**

Terms of reference of the Corporate Information Services Board ISC13D028  
Membership list for the Corporate Information Services Board ISC13D029

C8 DATES OF MEETINGS

To report

that the next meeting of the Committee 2013-14 has been scheduled for 2pm  
on the following date:

Tuesday 10<sup>th</sup> June 2014

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**SECTION D: RESERVED AGENDA**

*There are no items on the reserved agenda.*