

# INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 2.30pm on Monday 16<sup>th</sup> February 2015, in the Council Chamber, The Council House.

*Refreshments will be available outside the room from 2.15pm*

Raymond Scott  
9 February 2015

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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 12 February 2015. Reserved items appear in Section D.

2. MINUTES

To confirm

The Minutes of the meeting held on 23 September 2014. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

To receive

an update on actions from the meeting held on 23 September 2014. (Enclosed)  
ISC14D006 (Divider A)

4. STATEMENTS BY THE CHAIR

ISSC on Blackboard

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 PC PROCUREMENT OPTIONS

To consider and approve

a proposal for planning for the procurement of PCs ISC14D007 (Divider B)

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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 Thursday 12 February 2015.

B1 LIBRARY ARCHIVES POLICY UPDATE

To receive

a revision to the Library archives policy ISC14D008 (Divider C)

B2 INFORMATION CLASSIFICATION AND DATA MANAGEMENT POLICY REVIEW

To receive

a revised version of the information classification and data management policy ISC14D009 (Divider D)

B3 DATA PROTECTION ACT POLICY REVIEW

To receive

a revised version of the DPA policy ISC14D010 (Divider E)

B4 FREEDOM OF INFORMATION POLICY REVIEW

To receive

a revised version of the FOIA policy ISC14D011 (Divider F)

B5 ENVIRONMENTAL INFORMATION REGULATIONS POLICY REVIEW

To receive

a revised version of the EIR policy. ISC14D012 (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 Thursday 12 February 2015.

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

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/issc/issc1415>

C1 ISD RISK REGISTER

To receive

an updated version of the ISD Risk Register. ISC14D013

## ISC14A002

### C2 ISD ITCS PROGRAMME OF WORK 14/15

To receive

a report on the ISD ITCS Programme of Work 14/15. ISC14D014

### C3 ISD LIBRARY PROGRAMME OF WORK 14/15

To receive

a report on the ISD Library Programme of Work 14/15. ISC14D015

### C4 ABW UPDATE

To receive

an update on the project to implement the new finance system ABW.  
ISC14D016

### C5 INFORMATION COMPLIANCE 2014

To receive

a report on information compliance activities during the calendar year 2014.  
ISC14D017

### 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 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 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 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 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 will be available from  
<https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

### C7 DATES OF MEETINGS

To report

that the next meeting of the Committee 2014-15 has been scheduled for 2pm  
on the following date:

Tuesday 9<sup>th</sup> June 2015

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**SECTION D: RESERVED AGENDA**

**\*\*D1 IT SECURITY REVIEW**

To receive and approve  
a confidential and reserved report. ISC14D018 (Divider H)

**\*\*D2 PAYMENT CARD INDUSTRY DATA SECURITY STANDARD PROJECT**

To receive and approve  
a confidential and reserved report. ISC14D019 (Divider I)

**\*\*D3 WEBSITE SECURITY AND MANAGEMENT OF BESPOKE SITES**

To receive and approve  
a confidential and reserved report. ISC14D020 (Divider J)

**\*\*D3 ISD BUDGET SAVINGS**

To receive  
a confidential and reserved report. ISC14D021 (Divider K)