

INFORMATION STRATEGY AND SERVICES COMMITTEE



Minutes of the meeting held on 16 February 2015

Present: Pro-Vice-Chancellor Research (Professor D. Petley) (in the Chair), Pro-Vice-Chancellor Academic (Professor N. Ward), Executive Dean of Faculty or nominated representative (Dr M. Sillence (HUM), Professor J. Collier (SSF)), Director of Information Services (Mr J. Colam-French) (ISD), Convenor of ICT Forum (Professor D. Stevens), Chair of ISD Education Board (Mrs H. Gillespie), Chair of Library Forum (Dr S. Connolly), Academic Director of Taught Programmes (Dr A. Longcroft), Directors of University Services (Mrs A. Bingley, Dr A. Blanchflower, Ms H. Lewis).

In Attendance: Phil Ayers (ISD)

With: Mr R. Scott (Secretary)

Apologies: Professor Y. Tasker (HUM), Prof J. Gazzard (FMH), Dr B Milner (SCI), Director of Finance (Mr S. Donaldson), Chair of Web Steering Group (Professor I. Harvey (FMH), Undergraduate Education Officer of the UUEAS (Mr C. Rand)

9. MINUTES

Confirmed

the Minutes of the meeting held on 23 September 2014.

10. MATTERS ARISING FROM THE MINUTES

Received

an update on actions from the meeting held on 23 September 2014. (A copy is filed in the Minute Book, ref. ISC14D006)

- 3) Comments on items listed in the ISD Programme of Work 14/15
 - a. There remains a number of issues with ABW/ARCP which are on-going and for which progress is being made. There is a month of data cleansing to be completed.
 - b. The UEA London disengagement has not yet happened with the deadline now extended until the end of February 2015.

11. STATEMENTS BY THE CHAIR

From the June 2015 ISSC meeting committee papers will be put into Blackboard following a process as defined by the Committee Office. Open papers will continue also to be published on the Committee Office web pages.

Action: Director of Information Services to clarify whether confidential papers will be stored in Blackboard or continue to be distributed on paper.

ISC14M002

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16.02.2015
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12. PC PROCUREMENT OPTIONS

Considered and approved
a proposal for planning for the procurement of PCs (A copy is filed in the Minute Book, ref. ISC14D007)

- (1) The Director of Information Services introduced a paper describing an approach to improving PC replacement cycles to minimise the number of under specified PCs on the network and to strengthen our contract negotiation position with new suppliers of desktop PCs.
- (2) There may be exceptions, for instance where research requires use of old versions of software. Technical solution such as use of virtual machines should be explored to address these needs.
- (3) SSF has moved from school-/based PC replacement budgets to a single budget for the whole Faculty. This is working satisfactorily and they support the proposal.
- (4) The proposal is also not problematic for FMH or HUM both of which have PC replacement budgets in place.
- (5) It is unclear how the proposal will impact SCI academics. Often IT equipment is purchased with research grants, and RCUK rules dictate that grants cannot be used to fund routine PC replacements.
- (6) REN broadly support the proposal but would expect instances of the application of the proposal to be subject to negotiation.
- (7) The proposal was *accepted* in principle, but cannot at this time be *endorsed* without understanding the impact on SCI.

Action: Director of Information Services to consult with SCI on the impact of the implementation of the policy.

Action: Director of Information Services to identify any areas of the administration that may be impacted by the implementation of the policy.

13. LIBRARY ARCHIVES POLICY UPDATE

Received
a revision to the Library archives policy (A copy is filed in the Minute Book, ref. ISC14D008)

14. INFORMATION CLASSIFICATION AND DATA MANAGEMENT POLICY REVIEW

Received
a revised version of the information classification and data management policy (A copy is filed in the Minute Book, ref. ISC14D009)

15. DATA PROTECTION ACT POLICY REVIEW

Received

a revised version of the DPA policy(A copy is filed in the Minute Book, ref. ISC14D010)

16. FREEDOM OF INFORMATION POLICY REVIEW

Received

a revised version of the FOIA policy (A copy is filed in the Minute Book, ref. ISC14D011).

17. ENVIRONMENTAL INFORMATION REGULATIONS POLICY REVIEW

Received

a revised version of the EIR policy. (A copy is filed in the Minute Book, ref. ISC14D012).

18. ISD RISK REGISTER

Received

an updated version of the ISD Risk Register. (A copy is filed in the Minute Book, ref. ISC14D013).

19. ISD ITCS PROGRAMME OF WORK 14/15

Received

a report on the ISD ITCS Programme of Work 14/15. (A copy is filed in the Minute Book, ref. ISC14D014).

20. ISD LIBRARY PROGRAMME OF WORK 14/15

Received

a report on the ISD Library Programme of Work 14/15. (A copy is filed in the Minute Book, ref. ISC14D015).

21. ABW UPDATE

Received

an update on the project to implement the new finance system ABW. (A copy is filed in the Minute Book, ref. ISC14D016).

22. INFORMATION COMPLIANCE 2014

Received

a report on information compliance activities during the calendar year 2014. (A copy is filed in the Minute Book, ref. ISC14D017).

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23. 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 are 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 are 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 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 meeting are 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 are available from <https://intranet.uea.ac.uk/is/committees/corp-info-services-board>

24. DATES OF MEETINGS

Reported

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

Tuesday 9th June 2015

**25. IT SECURITY REVIEW

This minute is confidential and reserved and attached as a separate sheet.

**26. PAYMENT CARD INDUSTRY DATA SECURITY STANDARD PROJECT

This minute is confidential and reserved and attached as a separate sheet.

**27. WEBSITE SECURITY AND MANAGEMENT OF BESPOKE SITES

This minute is confidential and reserved and attached as a separate sheet.

28. ISD BUDGET SAVINGS

Received

a confidential and reserved report. (A copy is filed in the Minute Book, ref. ISC14D021)