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## Information Services Governance Committee

Wednesday 1<sup>st</sup> March 2017

### MINUTES

**Present:**

Professor Michael Arthur (Chair)  
Ms. Wendy Appleby  
Dr. Paul Ayris  
Mr. Simon Cane  
Dr. Michael Cope  
Professor Mark Emberton  
Professor Mary Fulbrook  
Mr. Andrew Grainger  
Mrs. Lori Houlihan  
Mr Rex Knight  
Professor David Lomas  
Collette Lux  
Professor John Mullan  
Mr. John Parr  
Professor Alan Penn  
Professor David Price  
Professor Geraint Rees  
Mr. Tom Rowson  
Professor Anthony Smith  
Professor Nigel Titchener-Hooker  
Dr. James McCafferty  
Ms. Bridget Kenyon (Head of Information Security - partial)  
Mr Alex Daybank (Data Protection and FOI Officer - partial)

**Apologies:**

Dr. Celia Caulcott  
Dame Nicola Brewer  
Professor Becky Francis  
Professor Dame Hazel Genn  
Mr Philip Harding  
Professor Graham Hart  
Professor Ivan Parkin  
Professor Alan Thompson

The Provost opened the meeting, specifically introducing and welcoming Ms Collette Lux, the new Director Communications and Marketing Office, who started in UCL today.

**1 17/03/01 Minutes of the previous meeting**

***Approved:***

1.1 The minutes of the meeting held on the 16<sup>th</sup> November 2016 (paper **16/11**) were approved.

## 2 17/03/02 Proposed IT capital funding allocations for FY17/18

### **Noted:**

2.1 The paper proposing the capital funding allocations for FY17/18 (paper **17/03/02**) was received.

### **Discussion:**

2.2 The Director of ISD presented the paper, summarising key allocations across funding domains. £14.6m has been allocated for IT investment, with a proposed allocation across the 6 IT domains (Education, Research, Digital Transformation, Administration, IOE and Infrastructure) to support delivery of the Digital Masterplan. There is currently a separate allocation for the IOE but this separation will end after FY17/18.

### **Approved:**

2.3 The ISGC approved the paper and the proposed allocations.

## 3. 17/03/03 Software licencing policy

### **Noted:**

3.1 The paper proposing an approach to software license management (**paper 17/03/03**) was received.

### **Discussions:**

3.2 The Director of ISD presented the paper, highlighting the need to better manage the purchasing, control and allocation of software licenses in UCL. As part of this proposal, ISD would take on the role of ensuring that the licenses for all software installed on UCL-owned devices are recorded in a central database. This would enable automatic checks for compliance and facilitate the re-use of software which is no longer needed by the original purchaser.

3.3 ISGC discussed the various aspects of the policy, and agreed it should be updated such that by default, all software is purchased centrally by ISD. ISD then could delegate the right to purchase software to trusted individuals within certain faculties or departments (eg the Bartlett and Engineering Science) that have high-use or specialist-needs. The proposal to have a single, central database of software licences (and license keys) was supported.

### **Actions:**

3.4 The Director of ISD will present the updated policy at a future ISGC meeting after consulting with key departments/faculties in the re-drafting.

## 4. 17/03/04 Data retention policy for departing staff and students

### **Noted:**

4.1 The paper proposing an approach for the retention of data for departing staff and students (**paper 17/03/04**) was received.

### **Discussion:**

4.2 Alex Daybank (Data Protection and FOI Officer) presented the paper, highlighting the need to define a retention period for staff and student email and personal files after they leave.

4.3 ISGC discussion centred on ensuring research data was appropriately preserved, and that other relationships (eg students becoming alumni, emeritus staff and honoraries) are respected in accessing UCL email and file storage services after they leave.

**Approved:**

4.4 The paper was approved, subject to the provision of guidance about how to protect research data from automatic deletion, and that emeritus/honorary relationships would allow individuals to have their data retained.

**5. 17/03/05 Information Security Update (highly restricted)**

**Noted:**

5.1 The Information Security Update (paper at **17/03/05 highly restricted**) was received.

**Discussion:**

5.2 Restricted

**Actions:**

5.3 Restricted.

**6. 17/03/06 Update on the Management Information programme**

**Noted:**

6.1 The paper providing an update on the Management Information programme (**paper 17/03/06**) was received

**Discussion:**

6.2 The Director of Planning gave an update on the overall programme, including development of the Integrated Data Warehouse (IDW) through close interactive working with users.

6.3 ISGC discussed the rollout strategy for the first wave. It was felt that the first wave should just initially include only senior staff (eg SMT and potentially Vice-Deans and Faculty Managers) of which there are about 250.

**Approved:**

6.4 ISGC approved the general approach. It was agreed to review a more detailed plan for the rollout at the June ISGC meeting. This will include a phased introduction with a small cohort going first and then the rest of the planned 250 users of wave 1 going live a month or two later as part of a second wave of rollout.

6.5 It was also agreed to adopt a simplified security model that restricts access by data set (Admissions or PAGS) but permits users have full access within a data set.

**7. 17/03/07 Update on the Academic Model project**

**Noted:**

7.1 The paper providing an update on the Academic Model project (**paper 17/03/07**) was received

**Discussion:**

7.2 The Registrar presented an update on the Academic Model Project (AMP). This will develop a simplified and standardised academic model for the SITS/Portico system, to reduce complexity, improve usability and lead to an improved student experience.

7.3 ISGC discussed major risks – the main one being continuity of funding

**Noted:**

7.4 The paper on the Academic Model project was noted

**6. 17/03/08 ISD Update**

**Discussion:**

8.1 The Director of ISD gave an oral report

**IR35 impacting IT contractor resourcing.** The wider aspects of IR35 across UCL will be discussed at the next HRPC meeting

**HR System Transformation ('MyHR')**: The HRST change team are currently working through a data cleanse exercise to enable a smooth transfer to the new system. This will need significant engagement from departments/faculties. The HRST team need to get slots at each of the faculty execs, and then provide regular updates to the SMT.

**9. 17/03/09 AOB**

**Discussion:**

7.1 There were no AOB items

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