**e-GOVERNMENT TASK GROUP held at COUNCIL OFFICES
LONDON ROAD  SAFFRON WALDEN at 4.00 pm on 18 AUGUST 2003**

Present:-      Councillors V J T Lelliott, R M Lemon and A R Thawley.

Officers in attendance:-      Mrs L Bunting, J K Mercer and Mrs N Wittman.

EG1      **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor A R Thawley and seconded by Councillor
R M Lemon that Councillor V J T Lelliott be appointed Chairman of the Group.

>      RESOLVED  that Councillor V J T Lelliott be appointed Chairman of
>      the e-Government Task Group for the current year.

EG2      **APOLOGIES**

Apologies were received from the Director of Resources.

EG3      **MINUTES**

The notes of the meeting held on 16 April 2003 were signed by the Chairman
as a correct record.

EG4      **BUSINESS ARISING**

**Minute EG35 - Replacement Members' IT Services**

The Head of IT and Anti-fraud Services reported that the new system was
bedding in well and Members were being contacted individually regarding any
problems they are experiencing.  The main complaint received related to the
slowness of the system.  This is partially due to the size of attachments being
sent to Members.  The Group particularly referred to the current method of
distributing agenda and reports via the email system and also by hard copy.
Apart of the difficulties in opening the documents, it was also considered to be
uneconomical.  The Chairman suggested that the use of hyperlinks for
Committee papers would be preferable to downloading emailed documents.
The Head of IT and Anti-fraud Services advised that all Committee papers
were held on the Committee Management System (CMIS) and that it may be
possible to provide direct links from emails to documents on CMIS.

EG5      **PRESENTATION ON e-GOVERNMENT**

The Head of IT and Anti-fraud Services gave a presentation on the objectives
of e-Government, both within the Council and nationally.  The presentation
provided the Task Group with an outline of a possible strategy for meeting the
national target of all Council services being available electronically by 2005.

As part of the programme of work contributing to the 2005 target, the current
Uttlesford website was being upgraded.  Council related material held on the

Saffire website was being transferred to the Uttlesford site. The Head of IT and Anti-fraud Services said that a report would need to be submitted to the Resources Committee, through the Task Group, regarding the options for the Council's future support of the Saffire site.

The Head of IT and Anti-fraud Services advised that a draft IT Strategy was being prepared. He said that the strategy could not be finalised at this stage, due to ongoing work on the Quality of Life Plan. Even so, a draft strategy would be submitted to the next meeting of the Task Group.

The meeting ended at 5.25 pm.