

**E-GOVERNMENT TASK GROUP held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 4.00 pm on 4 MARCH 2004**

Present:- Councillor V J T Lelliott – Chairman  
Councillor A R Thawley.

Officers in attendance:- R Kirmani, J K Mercer and A Webb.

**EG31 APOLOGIES AND DECLARATIONS OF INTEREST**

An apology for absence was received from Councillor R M Lemon.

**EG32 MINUTES**

The Minutes of the meeting held on 15 January 2004 were signed by the Chairman as a correct record.

**EG33 BUSINESS ARISING**

**(i) Minute EG 25- (i) Members' IT Services**

In response to the Chairman's query the Head of IT and Anti Fraud Services reported that the new version of CMIS was working but the problem with the search facility was still not resolved. He had recently met with the supplier and a resolution to the problem had been promised quickly.

**(ii) Minute EG 25 (ii)– Broadband Aggregation Project**

The Head of IT and Anti Fraud Services reported that the Government and the British Telecommunications (B T) were keen to make broadband available in the District. He was therefore waiting to see which areas of the District were left without access once the current programme of installation was completed. It was intended that the Council, in conjunction with the Essex Online Partnership, would explore ways of filling the remaining gaps in coverage.

**(iii) Minute EG 26 (a) – Change of Address service**

The Head of IT and Anti Fraud Services reported that the work on developing an online Change of Address service was ongoing. The need to deal efficiently with changes of address was regarded by the Government as a key online service development area. This service would enable home movers to advise organisations of their change of address via a one-stop service interface. Home movers would access the service from the Council's website, the iammoving.com website or the website of any of the other participating organisations. These included utility companies, banks, TV licensing, Royal Mail, DVLA, the UK Passport Agency and around 40 local authorities. It was proposed to pilot the service for twelve months and re-assess its value at the end of this period.

## EG34 E-GOVERNMENT FUNDING

The Head of IT and Anti Fraud Services reported that the Council had received IEG (Implementing Electronic Government) funding of £350,000 from the Government, this was £150,000 more than was anticipated when preparing the 2004/05 Capital Programme. He requested Members to approve that the additional funding should be spent on accelerating the Council's progress towards the Government target of having all services available electronically by December 2005.

RECOMMENDED that the additional £150,000 funding be used to accelerate the Council's progress towards the target of having all services available electronically by December 2005 and the Resources Committee be asked to approve the revised project budgets as set out below:-

<b>Project</b>	<b>Approved Programme</b>	<b>Revised Programme</b>	<b>Proposed Increase</b>
	<b>£</b>	<b>£</b>	<b>£</b>
E Government (compliance With BVPI 157)	130,000	190,000	60,000
First Point of Contact Implementation (IT Implications)	120,000	180,000	60,000
Intranet Developments (Installation of a personal system)	40,000	70,000	30,000
			<b>150,000</b>

## EG35 MEMBERS' WEBSITES

A presentation was made on the proposed new websites to be set up for each Member of the Council. These websites would provide a detailed profile for each Member and would also contain a range of information, for example, the time or place of surgeries and contact details of Members. The Members would be given the option to edit, alter and update the information using the Council's content management system.

The Members would be given training on how to use the content management system.

A draft Agreement from another authority stating terms and conditions for using the websites was circulated at the meeting for information. Councillor Thawley suggested that aspects of the agreement could be included in the Members Code of Conduct.

RESOLVED that a presentation on Members Websites be made at the Group Meetings of all Political parties so that Members could consider and make suggestions on what they would like to be included on the site.

EG36

**PROGRESS REPORT – 2003/04 IT PROGRAMME**

The Head of IT and Anti Fraud Services presented a brief update on the progress of the various projects within the 2003/04 IT Programme which were currently in progress, including a number specifically relating to e-Government.

The main achievements since the last progress report in January 2004 included the launch of a new website. Most of the technical work surrounding the launch of the site had now been completed.

The Chairman congratulated the Head of IT and Anti Fraud Services on the progress made to develop the IT projects.

**(a) E-Payments**

The Head of IT and Anti Fraud Services reported that the E-Payment system had been installed but no further progress had been made regarding online payments.

**(b) E-Services Development**

New Web site was live with about 40 online forms developed and added to the website. The development of the Tourism and Museum areas of the website were ongoing. Online access to the MODES Museum catalogue system was being developed and efforts were made to scan through each entry carefully so that the identity of the donor was not revealed online.

Councillor Thawley suggested that search facilities should be developed so that catalogue information, historical information, historical maps and letters could be accessed easily through this system. Genealogy records at the cemetery would also be added online.

**(c) Development of online Revenue services**

Web developers were setting up the system to include online access to Council Tax and the Business Rate information.

**(d) Intranet Development**

A home working pilot scheme was being developed using a Citrix 'Nfuse technology. The redesigning of the new Intranet was in progress and it was anticipated that it would be available by the end of March 2004.

**(e) E-Services-GIS Online**

E-GGP software was successfully installed and it was anticipated that it would be live by 31 March 2004.

**(f) Essex Online (EOL)**

The Essex County Council had agreed the development of an html based E Forms system. Also UDC would connect to the Essexnet once funding was provided by the EOL partnership.

The Head of IT and Anti Fraud Services informed the Members that the IT programme for 2004/05 would be fully spent, except in relation to the replacement financial information system and housing system upgrade, which would be carried forward to 2004/05.

The meeting ended at 4.55pm.