

8 January 2008

Dear Councillor

IT WORKING GROUP

A meeting of the IT Working Group will be held in the Committee Room, Council Offices, Saffron Walden, on 16 January 2008 at 7.30 pm.

The IT Working Group has for some time conducted its business electronically. All agendas and reports will be e-mailed to you and no hard copies will be sent through the post. At the meeting, reports are viewed on a large screen so you do not need to print them off remotely prior to the meeting.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

AGENDA

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 12 December 2007 (attached).
- 3 Business Arising.
- 4 Website verbal update.
- 5 OR verbal update.
- 6 Any other items, which the Chairman considers to be urgent

To: Councillors K Artus, **S Howell (Chairman)**, J Hudson, R M Lemon, D Sadler

Lead Officer: Mike Brean (01799) 510330
Committee Officer: Maggie Cox (01799) 510369