

25 February 2008

Dear Councillor

IT WORKING GROUP

A meeting of the IT Working Group will be held in the Chairman's Office, Council Offices, Saffron Walden, on 27 February 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 and 16 January 2008.
- 3 Business Arising.
- 4 Website verbal update.
- 5 OR verbal update.
- 6 Home & mobile working initiative
- 7 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: Adrian Webb (01799) 510421
Committee Officer: Maggie Cox (01799) 510369