

23 September 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 1 October 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

JOHN MITCHELL

Chief Executive

### **AGENDA**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 4 June 2008.
- 3 Business Arising.
- 4 Telephone Call Handling (verbal discussion).
- 5 Business Improvement Team (BIT) verbal update.
- 6 Website verbal update.
- 7 Government Connect (GC) (to follow)
- 8 ICT Section and workload verbal update.
- 9 Any other items, which the Chairman considers to be urgent

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

Lead Officer: Adrian Webb (01799) 510421  
Committee Officer: Rebecca Procter (01799) 510433