

ICT INFORMAL MEMBER OFFICER WORKING GROUP**13 October 2003****Attendance:**

Councillors:

Learney (Chairman) (P)

Campbell
Davies (P)
Goodall (P)
Jefferies (P)Knasal (P)
Oxley
Porter (P)**Officers in Attendance:**Ms S Boden - Director of Finance
Mr H Bone - Assistant City Secretary (Legal)
Mr A Moore - Assistant Director of Finance
Mrs S Buchanan - ICT Project Manager
Mrs D Prestige - Business Manager, Development Services1. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Group held on the 14 July 2003 be approved and adopted.

2. **IEG3 – SUBMISSION OF STATEMENT REPORT**

(Report ICT8 refers)

The addendum to report ICT8 was noted. This clarified some inconsistency between the appendices to the report in relation to financial information.

Further to detailed discussion of the IEG3 Statement, a number of amendments to the text of the statement were suggested for the Director of Finance to undertake in consultation with the chairman. The Director reminded the Group that the layout and number of words within this submission were prescribed by the Office of the Deputy Prime Minister.

In summary it was agreed that the following areas of the Statement be reworded or amended to improve its clarity or to confirm factual accuracy.

Page 4 - Priority Services**Raising Standards Across Our Schools**

The Director agreed that the text be revised accordingly to confirm that on-line facilities for schools were hosted by Winchester City Council, although mostly in partnership with Hampshire County Council.

Promoting Healthier Communities By Targeting Key Local Services, Such As Health And Housing (page 5)

Reference be made to HISI and more Housing related issues.

Transforming Our Local Environment (page 5)

It was agreed that reference should be made to the numbers of responses via email to the deposit of the Winchester District Local Plan and the publication of the Winchester District Local Plan Committee's minutes on the City Council's website.

Promoting Economic Vitality of Localities (page 6)

Reference should be made to the City Council's support of broadband initiatives in rural areas, the web-based systems for promoting conference facilities and the hosting of the City Centre Management group.

Appendix B

Traffic Light Status (page 9)

The Director of Finance confirmed that a 'black' indicator identified an area as not appropriate to the City Council within the time frame of the IEG statement.

Enablers (page 15)

Application of Knowledge Management Systems and Techniques for Service Improvement (Page 16)

Mrs Buchanan advised that as the City Council was currently working on the Key Words within web data. Further to recent discussion with the District Auditor regarding Knowledge Management, it was suggested that the last two columns under this section be replaced to read 'amber' and 'amber/green'.

Public Private Partnership (PPP) (page 19)

Mrs Buchanan mentioned that further to discussions within the HLOWLA group regarding the City Council's participation with EHP and e-forms, it was agreed that this section be amended to read 'amber', 'green, green'.

Access Channel Take Up (page 22)

It was requested that the tourism visitors to the website be rechecked.

Delivery of Key Technical Building Blocks And Priority Services (Page 24).

Further to discussion it was noted that boxes of the columns were left blank to indicate that such areas were not applicable to Winchester City Council as of yet. It was agreed that a comment be inserted to explain this.

RESOLVED:

That the Director of Finance in consultation with the Portfolio Holder for Finance and Resources finalise the IEG3 Statement for submission to Cabinet on 5 November 2003.

3. **CORPORATE DOCUMENT MANAGEMENT SYSTEM – PILOT IMPLEMENTATION**
(Report ICT9 refers)

Decisions regarding the corporate role out, timescales and deviations and exceptions to the original role-out plans were explained. A brief outline of the system specification and detail of the finalisation of the contract was also detailed.

Mrs Prestige confirmed that the use of workflow functionality would be initially implemented within Development Control and then considered in other departments at a later date.

RESOLVED:

That the report be noted and that the projects teamwork should continue as per the current project plan.

4. **DATE OF THE NEXT MEETING**

RESOLVED:

That the date of the meeting be agreed as 4.00pm on Monday 24 November 2003 in the Wykeham Room, Guildhall, Winchester.

The meeting commenced at 2.00pm and concluded at 3.20pm

Chairman