

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Policy and Performance Portfolio Holder's Meeting held on
Thursday, 12 November 2009 at 11.00 a.m.

Portfolio Holder: Tim Wotherspoon

Councillors in attendance: None

Officers:

Patrick Adams	Senior Democratic Services Officer
Steve Rayment	Head of ICT
Paul Howes	Corporate Manager, Community and Customer Services

1. DECLARATIONS OF INTEREST

None.

2. DRAFT SERVICE PLAN: COMMUNICATIONS AND CUSTOMER SERVICES

The Corporate Manager for Community and Customer Services presented the draft Service Plan for Communications and Customer Services and invited comments on sections relevant to the Policy and Performance portfolio.

The Corporate Manager for Community and Customer Services agreed to ascertain the figures which were to be added to the Service Plan under the heading Draft Council Actions for 2010/11 for:

- The increase in teenagers taking part in positive activities.
- The reductions in CO₂ emissions from the Council's operations.

It was understood that the annual cost for hiring external venues for the Scrutiny and Overview Committee was likely to be less than £1,000.

Councillor Wotherspoon **NOTED** the report.

3. DRAFT SERVICE PLAN 2010/11: CORPORATE SERVICES

The Head of ICT introduced the draft Service Plan for Corporate Services. He explained that the Contact Centre was now the responsibility of the Sustainability, Procurement and Efficiency Portfolio Holder.

The Head of ICT explained that the ICT Restructuring was progressing well, although it had been delayed by sickness to senior staff. He volunteered to liaise with Councillor Wotherspoon regarding the ICT Operations and Improvement Plan.

Councillor Wotherspoon stated that he would liaise with the Executive Director for Corporate Services regarding the blank spaces in the draft report.

Councillors Wotherspoon **NOTED** the Draft Service Plan 2010/11 for Corporate Services.

4. APPRAISAL OF MEMBERS' NEW E-MAIL SYSTEM

Councillor Wotherspoon explained that he had asked that this item be put on the agenda to provide an opportunity for any Members who were dissatisfied with the new system to express their views. It was noted that no members had taken advantage of this.

The Head of ICT explained that if the Council wanted its Members to use a Council e-mail address then it had to go through a secure system. It was noted that an upgrade to the Members' e-mail system was imminent.

5. FORWARD PLAN

Councillor Wotherspoon **AGREED** to put the following item on the agenda for the next meeting on 14 January:

- Communications Strategy and Action Plan
- Final version of the Service Plan for Communications and Customer Services
- Final version of the Service Plan for Corporate Services
- Job Descriptions for Portfolio Holders

The ICT Strategy was put on the agenda for the meeting on 11 March 2009.

6. DATE OF NEXT MEETING

The next meeting will be held on 14 January 2010 at 11am in the Jeavons Room.

The Meeting ended at 11.30 a.m.
