

Census Joint Committee
23 SEPTEMBER 2016

Present: Councillors: Gordon Lindsay (Chairman), Brian Donnelly, Carson Albury, Jonathan Ash-Edwards, Dan Humphreys and Mandy Thomas-Atkin

Apologies: Councillors: Mark Nolan and Neil Parkin

Also Present: Dave Briggs, Head of Digital & Design, Adur and Worthing Councils
Tim Delany, Head of Revenues & Benefits, Mid Sussex District Council
Jane Eaton, Director of Corporate Resources, Horsham District Council
Joseph Gupwell, Democratic Services Officer, Horsham District Council

CJC/8 **MINUTES**

The minutes of the meeting of the Joint Committee held 17th June 2016 were approved as a correct record and signed by the Chairman.

CJC/9 **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

CJC/10 **REVENUES AND BENEFITS UPDATE 2016/17 INC. Q2 FINANCIAL INFORMATION AND RISKS**

The Head of Revenues and Benefits (CenSus) presented the report outlining performance, activity and progress made by CenSus Revenues and Benefits since the last report in June 2016.

Members were advised that the services budget was healthy and that a review of all residents currently claiming SPD (single person discount) would be undertaken with help from Experian.

It was reported that the main concern was a lack of Revenues staff and that the matter would be looked into further.

RESOLVED

That the performance and activities of the CenSus Revenues and Benefits service be noted.

CJC/11 **ICT SERVICE PERFORMANCE UPDATE 2016/17 INC. Q2 FINANCIAL INFORMATION AND RISKS**

The Head of Digital & Design (Adur and Worthing) presented the report detailing service performance and current budget position. Details of any supply incidents that had occurred in the last quarter, the status of 2016/17 ICT Project Portfolios, and the progress of structural and process developments for CenSus ICT were also included.

It was reported that all projects and ICT work plans were on target. It was noted that a replacement cloud based Service Desk solution had been procured that will improve both Incident reporting and metrics generation.

Members discussed the two supply incidents that had occurred within the previous quarter, both of which had been resolved.

It was noted that a paper outlining the future shape and role of the partnership following moves to cloud based infrastructure would be received at the December committee meeting.

RESOLVED

That the Joint Committee noted the following:

- (i) The operational performance of the CenSus ICT service.
- (ii) The current status of the CenSus & site specific ICT project progress.
- (iii) The proposed Project Portfolio for 2016/17.
- (iv) Progress to date on ICT process development & restructuring of the team.
- (v) The status of major ICT incident occurrence within the last quarter.

The meeting closed at 10.17 am having commenced at 10.00 am

CHAIRMAN