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Review of Councillors' Technology Task and Finish Group

Tuesday, 1st May, 2018 at 4.00 pm
Shelley Room, Parkside, Chart Way, Horsham

Councillors:

John Blackall
Peter Burgess
Paul Clarke
David Coldwell (ex-officio)
Leonard Crosbie (ex-officio)

Mike Morgan
Godfrey Newman
Kate Rowbottom
Jim Sanson

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Confirmation of Chairman	
2. Apologies for absence	
3. Declarations of Members' Interests	
4. Announcements	
5. To agree terms of reference for the review	3 - 4
6. To scope the review	
7. Date of next meeting and to agree a time scale for the review	

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Agenda Item 5

Draft Terms of Reference for the Review of Councillor's Technology Task and Finish Group

1. Identify the needs of Councillors from technology, for example reading papers, writing letters and emails, maintaining diaries, taking notes, analysing figures, and match these to technology solutions
2. To note any risks with the current technology system and how to reduce or eliminate them i.e. keeping constituents' personal data, in accordance with the new General Data Protection Regulations
3. To recommend to the Overview and Scrutiny the technology needs of Councillors allowing them to carry out their duties for the next Council term (May 2019 to May 2023) to enable them to work efficiently

April 2018

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