



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,  
ELY, CAMBRIDGESHIRE CB7 4EE  
Telephone: 01353 665555

MEETING: **TRANSFORMATION PROGRAMME SUB- COMMITTEE**  
TIME: 2:00pm  
DATE: 23<sup>rd</sup> November 2015  
VENUE: Committee Room 3, The Grange, Nutholt Lane, Ely  
ENQUIRIES REGARDING THIS AGENDA: Adrian Scaites-Stokes  
DIRECT DIAL: (01353) 665555 EMAIL: [adrian.scaites-stokes@eastcambs.gov.uk](mailto:adrian.scaites-stokes@eastcambs.gov.uk)

## **Membership:**

### **Conservative Members**

Cllr Anna Bailey  
Cllr Mike Bradley  
Cllr Dan Schumann  
Cllr Lisa Stubbs  
Cllr Jo Webber

### **Liberal Democrat Member**

Cllr Sue Austen

### **Lead Officer:**

Richard Quayle, Director (Support Services)

## **A G E N D A**

1. **Election of Chairman**  
Election of Chairman for remainder of the municipal year
2. **Public Question Time**  
The meeting will commence with up to 15 minutes public question time
3. **Appointment of a Vice Chairman**  
Appointing a Vice Chairman for the remainder of the municipal year
4. **Apologies**
5. **Declarations of Interest**  
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.
6. **Chairman's Announcements**

- 7. Update on the Decision at Regulatory and Support Services Committee Regarding Governance and Terms of Reference**
- 8. Project Updates**
  - a. Self Service update and demonstration
  - b. “WiFi” completion report (post implementation report)
  - c. Outline Business Case for Council Website
  - d. ICT Infrastructure Review ORAL
  - e. SharePoint Platform update ORAL
- 9. Project Management Framework and Training**
- 10. Re-Profiling Dates of the Transformation Programme**

## NOTES:

1. Members of the public are welcome to attend this meeting. If you are visiting The Grange during normal hours you should report to main reception desk, where you will be asked to fill in a visitor's pass that must be worn at all times whilst you are in the building. Please remember to return your pass before you leave.

This will not apply if you come to an evening meeting: in this case you will enter via the rear access doors in the glass atrium at the back of the building and a Facilities Assistant will direct you to the room in which the meeting will take place.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of approx 60 people. Admittance to the Council Chamber is on a 'first come, first served' basis and public access will be from 15 minutes before the start time of the meeting.

There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question time and a process to enable petitions to be submitted. Details of these can be obtained by calling any of the telephone numbers below or by logging onto the Council's website.

2. Fire instructions for meetings:

- If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
- The fire assembly point is in the front staff car park by the exit barrier.
- This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.

The Committee Officer will sweep the area to ensure that everyone is out of this area.

3. Reports are attached for each agenda item unless marked "oral".
4. If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk)
5. If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:  
"That the press and public be excluded during the consideration of the remaining items no. X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories X Part I Schedule 12A to the Local Government Act 1972 (as Amended)."