

Your Ref:
Our Ref: SC
Contact: Sarah Cottam
Tel: 01246 217391
Fax: 01246 217442
Date: 12 June 2015

Dear Member

Joint ICT Committee

I hereby give you notice that a meeting of the Joint ICT Committee (Annual Meeting) will be held on **Monday 22 June 2015 at 2.00 pm** in the Board Room, Pioneer House, Mill Lane, Wingerworth, Chesterfield, S42 6NG to transact the under mentioned business.

Yours sincerely



Assistant Director – Governance and Monitoring Officer

A G E N D A

1 APPOINTMENT OF CHAIR

To appoint the Chair of the Joint ICT Committee for the ensuing year

2 APPOINTMENT OF VICE-CHAIR

To appoint the Vice-Chair of the Joint ICT Committee for the ensuing year

3 APOLOGIES FOR ABSENCE

To receive any apologies of absence

4 DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

5 MINUTES OF LAST MEETING

To approve as a correct record and the Chair to sign the attached Minutes of the Joint ICT Committee meeting held on 1 December 2014. ([Attached](#))

6 APPOINTMENT OF SECRETARY OF THE JOINT ICT COMMITTEE

To appoint the Joint Assistant Director – Governance and Monitoring officer as Secretary of the Joint ICT Committee.

7 APPOINTMENT OF TREASURER OF THE JOINT ICT COMMITTEE

To appoint the Joint Assistant Director – Finance, Revenues and Benefits as treasurer of the Joint ICT Committee.

8 REVIEW OF THE JOINT ICT COMMITTEE TERMS OF REFERENCE, PARTNERSHIP AGREEMENT AND EXIT MANAGEMENT PLAN

To carry out a review of the Joint ICT Committee's [Terms of Reference](#), [Partnership Agreement](#) and [Exit Management Plan](#).

9 QUARTERLY SERVICE REPORT ON THE JOINT ICT SERVICE

To consider a report on the Joint ICT Service - Nick Blaney - ICT Manager ([Attached](#))

10 BUDGET OVERTURN AND APPRENTICESHIPS

To consider a report on the budget overrun and apprenticeship funding - Nick Blaney – ICT Manager ([Attached](#))

11 URGENT BUSINESS

To consider any matter that the Chair of the Committee considers should be taken as Urgent Business.

12 DATE OF NEXT MEETING

The next meeting of the Joint ICT Committee will be held at 2.00 pm on Monday 30 November 2015 in the Board Room, Pioneer House, Wingerworth, Chesterfield
