

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE BUSINESS & ADMINISTRATION CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 3, CIVIC CENTRE, SWANSEA. ON  
WEDNESDAY, 14 JANUARY 2015 AT 11.00 AM

**PRESENT:** D W W Thomas (Chair) Presided

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
J A Hale T J Hennegan	B G Owen	L V Walton

**Officers:**

Sarah Caulkin – Head of Information & Business Change  
Jo Harley - Strategy & Information Manager  
Gareth Borsden – Democratic Services Officer

18 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors JE Burtonshaw and C Thomas.

19 **DISCLOSURES OF PERSONAL & PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

20 **MINUTES.**

**RESOLVED** that the Minutes of the meeting of the Business & Administration Cabinet Advisory Committee held on 10 December 2014 be approved as a correct record

21 **FUTURE OF ICT PROVISION.**

Sarah Caulkin and Jo Harley gave a verbal update and indicated that the report setting out the initial approach to the future ICT Operating Model had been agreed by Cabinet on 16 December.

They indicated that they had also received input via the Scrutiny process on the Cabinet report. Scrutiny had made comments and indicated they would like to be involved in the process going forward.

Officers reiterated they were keen to receive as much feedback as possible from all Members, the recirculation of the survey was suggested as an avenue for gaining opinions.

Members raised issues around the current service provision including IT support, amount of time systems are down/offline, and particularly issues with accessing systems via Members own IT equipment.

Officers detailed the advice being received from Central Government regarding the security aspect of Members/Council owned devices. This was highlighted as an area for further debate and discussion.

The Chair asked the Officers to prepare a briefing note of what feedback/information they required from Members and he would liaise with the Cabinet Member to try and get a fuller response from Members.

**AGREED** that

- 1) the update be noted,
- 2) Officers prepare a briefing note for the Chair,
- 3) the IT survey be recirculated to all Members.

22 **WORK PROGRAMME.**

**NOTED** that

1)The next meeting of the Committee on 11 February 2015 would receive a further report on Co-operative Councils.

2)The Chair indicated he and the Vice Chair would be meeting with Councillor Clive Lloyd, the Cabinet Member for Transformation & Performance to discuss potential further topic areas for the Committee to examine.

The meeting ended at 11.25 am

**CHAIR**