

Information Technology Sub-Committee - Outstanding Actions

Item	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress update
1.	10 March 2016, Item 5	<u>Notification of IT Service Outages</u> Members to be included in the notification process used to advise Senior Officers of IT service outages.	Simon Woods, Chamberlain's Department.	September	During the GOOD outage the VIP support team utilised SMS text messaging to advise Members of the failure. IT Division would welcome feedback from Members regarding this.
2.	15 December 2015, Item	<u>IT Division Quarterly Report</u> The Outstanding Actions report to include details of agenda items for future meetings.	Fern Aldous, Town Clerks	Ongoing	The Strategic Work Plan (See next action) will allow Members to see upcoming Agenda Items for future meetings
3.	7 June 2016, Item 4	<u>Review of Outstanding Actions</u> Strategic Work Plan to be provided to the Sub- Committee	Simon Woods/Fern Aldous	November	A report proposing the draft Strategic Work Plan is included in this agenda.
4.	7 June 2016, Item 5	<u>IT Division Member Update</u> IT Workshops for Members to be introduced	Simon Woods	Ongoing	Members have been asked to email the IT department for suggestions of topics they would find useful.