

**Digital Services Sub (Finance) Committee – Outstanding Actions (Public)**

<b>Item</b>	<b>Meeting Date</b>	<b>Action and target for completion</b>	<b>Officer responsible</b>	<b>To be completed/ Next stage</b>	<b>Progress update</b>
Item 6  Committee meeting video conferencing software	03 July 2020	The Sub-Committee requested that an email be circulated by the Town Clerk to all Members of the Court of Common Council, following consultation with the Chairman and Deputy Chairman, to advise them about the outcome of the Zoom test and how the decision in respect of future use of Teams had been reached by the Sub-Committee.	Lorraine Brook & Sean Green	11 September 2020	An email was circulated by the Town Clerk's department to all Members on 8 <sup>th</sup> July 2020, advising Members of the outcome of the Zoom testing period and the Sub-Committee's decision to use the Teams platform for formal virtual meeting delivery henceforth. In this email, Members were reminded about the IT training offer that was available on a twice-weekly basis pre-recess and on a weekly basis during the summer recess. Two co-opted Member training sessions were also delivered during the recess, although take up was limited. Weekly training sessions will continue as of 8 <sup>th</sup> September 2020.