

Chief Executive
Howard Miller

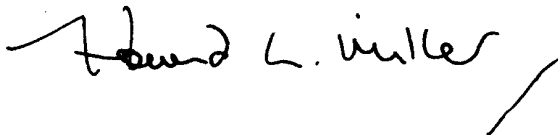
To: The Members of the Members'
Services Sub-Committee

1 September 1999

Dear Councillor

Your attendance is requested at a meeting of the **MEMBERS' SERVICES SUB-COMMITTEE** of the **POLICY AND RESOURCES COMMITTEE** to be held at the Civic Offices, 1 Saxon Gate East, Milton Keynes, on **THURSDAY 9 SEPTEMBER 1999 at 6.00 pm** when the business set out overleaf will be transacted.

Yours faithfully



Chief Executive

Councillors Day, Edwards, I Henderson, Hopkins, Long, Miles and Tallack

Milton Keynes Council
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AGENDA

Item No:

1. Election of Chair

To elect a Chair of the Sub-Committee for the Council year 1999/2000.

2. Apologies

3. Minutes

To receive the Minutes of the meeting of the Sub-Committee held on 14 January 1999 (Item 3) (**Page 4**).

4. Declarations of Interest

Members and officers to declare any interests they may have in the business to be transacted in accordance with the Local Government Act 1972.

5. Adjournment to hear Members of the Public

The Chair to request an indication from members of the public that they would wish the Committee to adjourn to hear their views during its consideration of a particular item.

6. Deputations and Petitions

No deputations have been received for consideration at this meeting. Any petitions received will be reported at the meeting.

7. Questions from Members of the Public

To receive questions from members of the public in accordance with Standing Order P28.

8. Ward Matters

No items have been received for consideration at this meeting.

9. Terms of Reference

The Sub-Committee is asked to note the Terms of Reference as agreed by the Policy and Resources Committee:

“To establish a set of priorities for improved services to Members and to propose appropriate financial provision for consideration during the 2000/01 budget process”.

10. Members' Services - Position Statement

To consider Item 10 (**Page 7**)

11. IT for Members

At its meeting on 14 January 1999 (Minute M34/99 refers), the Members' Services Panel requested that "a Business Plan be prepared, detailing the costs and potential benefits of installing personal computers into the home of each Member who wished to participate, but that as a first step consideration be given to installing facilities in each Group Room".

The costs of installing a personal computer in each Group Room has been estimated at a total cost of £3,500, with an annual cost for support and maintenance of £2,000 per annum. Training costs would be extra. No budgetary provisions currently exist.

A number of Members have already invested in their own personal computers and communicate regularly with the Council by e-mail. Following a request from a Member, training is to be offered to Members who have their own personal computers, on the use of Microsoft Word, being the software used by the Council, and e-mail.

Accountable Officer: John Moffoot (Head of Corporate Administration)

Author: Simon Heap (Members' Services Manager) - MK252567

12. Development of Services for Members

In light of the reports at Items 10 and 11, the Sub-Committee is invited to consider identifying an approach to the future provision of services for Members, which will enable officers to prepare a costed programme for further consideration by the Sub-Committee.

13. Conference Attendance 1999/2000

To consider Item 13 (**Page 18**)

14. Review of Members' Travelling Allowances

To consider Item 14 (**Page 23**)

15. Selection of Deputy Mayor

To consider Item 15 (**Page 28**)

16. Questions on Sub-Committee's News Sheet

To ask questions on any item included on the Sub-Committee's News Sheet (if circulated).

17. Members' Items

No items have been received for consideration at this meeting.