



PUBLICATIONS ADVISORY PANEL

**THURSDAY 2 SEPTEMBER 2004
7.30 PM**

**COMMITTEE AGENDA
COMMITTEE ROOM 6
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chair: Councillor Marie-Louise Nolan

Councillors:

**Harrison
Stephenson**

**Knowles
Jean Lammiman (VC)**

Branch

Reserve Members:

1. Foulds
2. Burchell
3. Lent

1. Osborn
2. Janet Cowan
3. Seymour

1. Thornton
2. Miss Lyne

**Issued by the Committee Services Section,
Law and Administration Division**

**Contact: Gertrud Malmersjo, Committee Administrator
Tel: 020 8424 1785 E-mail: gertrud.malmersjo@harrow.gov.uk**

***NOTE FOR THOSE ATTENDING THE MEETING:*
*IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

HARROW COUNCIL

PUBLICATIONS ADVISORY PANEL

THURSDAY 2 SEPTEMBER 2004

AGENDA - PART I

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Chair at the start of the meeting.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members present.

3. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.

Enc 4. **Minutes:** (Pages 1 - 8)

That the minutes of the meeting held on 24 May 2004 and the minutes of the Special meeting held on 17 June 2004, having been circulated, be taken as read and signed as correct records.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

6. **Petitions:**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

7. **Deputations:**

To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

8. **Summer Edition of Harrow People:**

To be discussed.

9. **Autumn Edition of Harrow People:**

To be discussed.

[The papers relating to this item will be circulated under separate cover to Members of the Panel only].

10. **Area Newsletters:**

To be discussed.

[The papers relating to this item will be circulated under separate cover to Members of the Panel only].

Enc 11. **Council Notice Boards:** (Pages 9 - 14)
Report of the Executive Director, Urban Living and the Head of Communications.

Enc 12. **Web Site Development:** (Pages 15 - 18)
Report of the Executive Director, Business Connections.

13. **The Use of the Council Logo:**
Verbal report of the Head of Communications.

14. **Any Other Business:**
Which the Chair has decided is urgent and cannot otherwise be dealt with.

15. **Date of the Next Meeting:**
To note that the next meeting of the Panel is due to be held on Wednesday 10 November 2004.

AGENDA - PART II - NIL

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PUBLICATIONS ADVISORY PANEL**24 MAY 2004**

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Osborn (1)
* Harrison * Stephenson
* Jean Lammiman

* Denotes Member present
(1) Denotes category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Development of Website**

The Panel received a verbal report from the Communications and Publications Manager which updated the Panel on the development of the Council website.

An Officer informed the meeting that APLAWs had now been installed, although there were still some bugs to work through the system. The Communications Unit was responsible for managing corporate information on the website, with each department responsible for its own content. 150 staff had been trained to use the website and phase 2 of the training programme would be starting shortly.

A Member commented that he had experienced some difficulties finding committee information and downloading the Council constitution.

The Chair informed the meeting that several of the links and information relating to Health and Social Care were out of date and requested that these be brought up to date. She also requested that there be more graphics and pictures on the site. Members suggested that the site required increased user testing to ensure that all information was as accessible as possible.

In response to questions from Members, officers informed the meeting that the IT department only provided very limited statistics on the use of the website. Members noted that comprehensive statistics were essential for the future development of the website. Members proposed that the budget for the website should be controlled by the Communications Unit to produce a business orientated website, as opposed to a technology orientated website.

Resolved to RECOMMEND: (To Cabinet)

That Cabinet look at the resourcing of the website, with a view to giving the Communications Unit control of the website budget.

PART II - MINUTES129. **Appointment of Chair:**

RESOLVED: To note the appointment at the meeting of the Cabinet held on 20 May 2004 of Councillor Marie-Louise Nolan as Chair of the Panel for the Municipal Year 2004/2005.

130. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

Ordinary MemberReserve Member

Councillor Knowles

Councillor Osborn

131. **Appointment of a Vice Chair:**

RESOLVED: To appoint Councillor Jean Lammiman as Vice-Chair of the Panel for the Municipal Year 2004/2005.

132. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

133. **Arrangement of Agenda:**

RESOLVED: That (1) all items be considered with the press and public present;

(2) the contents of the Spring edition of the Harrow People and Central Harrow and Wealdstone News be additionally reviewed by the Panel.

134. **Minutes:**

RESOLVED: That the minutes of the Special meeting held on 16 March 2004, having been circulated, be taken as read and signed as a correct record.

135. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

136. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

137. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

138. **Spring Edition of the Harrow People and the Central Harrow and Wealdstone Newsletter:**

The Panel considered the Spring edition of the Harrow People, which contained information on the recent Royal Visit.

Members commented that it was good to provide residents with a souvenir of the Royal Visit, especially as it was distributed quickly after the event and had a wide circulation.

A Member commented that the advertisement on the back cover could lead to the magazine being thrown out by residents who thought it was junk mail. Members agreed that, if possible, the back cover should carry a Harrow Council advertisement.

Members commented that the 50th Anniversary logo had appeared on the front cover, but the Harrow in Europe anniversary logo had not appeared as requested.

During discussion of the Central Harrow and Wealdstone Newsletter, the Chair commended the information included on the 'Safer Neighbourhoods' scheme. However, the article listed the recruitment number for Police and Community Support Officers (PCSOs) but had not included the hotline number for residents, as had been requested.

RESOLVED: That the above be noted.

139. **References from Council and Other Committees/Panels:**

The Panel received a reference from the Overview and Scrutiny Committee held on 2 March 2004, asking the Panel to consider publicising the steps being taken by the Council to encourage job applications from disabled people.

Officers informed the meeting that the Council publicised its policy on disabled applicants on both the website and the vacancy bulletin. The Council also displayed the 'Positive About Disabled People' double tick symbol on job adverts and the vacancy bulletin.

In response to a comment from a Member, Officers explained that information on the Council's policy on disabled applicants was included in all application packs sent out. Members suggested that more use could be made of the website in attracting disabled applicants.

RESOLVED: That information pertaining to the recruitment of disabled applicants be made available on the Council's website.

140. **The Use of the Harrow Crest:**
 The Panel received a verbal report from the Communications and Publications Manager which updated the meeting on the use of the Harrow Crest.
- Officers explained that the Crest was still used for civic occasions, and tabled the guidelines for the use of the Crest. In response to comments from Members, Officers confirmed that that the Crest would be used on the invitations to the 50th Anniversary Garden Party.
- They commented that a number of people were still confused over the use of the Crest and suggested that the Harrow People be used to clarify the position for the public. Following discussion, Members stated that they felt that the Council Summons should have the Council Crest rather than the Council logo on it.
- The Panel requested that the new logo should be placed prominently on all Council publications.
- RESOLVED:** That a small feature be published in the Harrow People clarifying the position for the public.
141. **Council Noticeboards:**
 The Panel received a verbal report from the Communications and Publications Manager which updated Members on the Council notice boards.
- Members noted their disappointment that they had not received a written report on this item. The contract with Adshel was due for renegotiation during the following year and Members noted that they had several issues with it. Members stated that the notice boards would play an important roll in the roll out of area working and they wanted to see some alternatives to the current contract.
- The Chair commented that the leaflet providing information on the advertising boards was out of date. It was not clear who was responsible for the boards and a consistent charging policy tailored for community use was required.
- A Member commented that the location of the boards needed to be reviewed as their locations were inconsistent and unevenly spread.
- RESOLVED:** That a full report on the Council noticeboards be made to the next ordinary meeting.
142. **Development of Web Site:**
 (See Recommendation 1).
143. **Printing Schedules for Harrow People, Newsletters and Homing In:**
 An Officer tabled the printing schedule for future editions of the Harrow People. Members suggested that they look at the scheduling of Publications Advisory Panel meetings at the next meeting.
- RESOLVED:** That a Special meeting of the Publications Advisory Panel be held on 17 June 2004 to discuss the next edition of the Harrow People.
144. **Any Other Business - News and Features for the Next Edition of Harrow People:**
 An Officer tabled a document outlining the planned news and features for the next edition of the Harrow People.
- A Member suggested there could be some mention of the departure of the Borough Commander, Chief Inspector Alex Fish, in the next issue of the magazine. The Chair also requested there should be some coverage of the Healthy Hearts for Harrow campaign, which fitted in well with information relating to the vitality profile.
- RESOLVED:** That the above be noted.
- (Note: The meeting having commenced at 7.30 pm, closed at 8.51 pm)
- (Signed) COUNCILLOR MARIE-LOUISE NOLAN
 Chair

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PUBLICATIONS ADVISORY PANEL (SPECIAL)

17 JUNE 2004

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Jean Lammiman
* Harrison * Stephenson
* Knowles

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**145. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

146. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

147. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

148. **Minutes:**

RESOLVED: That the signing of the minutes of the meeting held on 24 May 2004 be deferred until the next Ordinary meeting of the Panel.

149. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

150. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

151. **Deputations:**

RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

152. **Summer Edition of Harrow People:**

The Panel, having received a draft copy of the Summer Edition of Harrow People by email, received an updated draft version and a number of supplemental texts at this meeting. The Communication and Publication Manager advised the Panel that the present edition had not been proofread and that the layout was not finalised.

The Panel gave consideration to each page of the magazine. A number of drafting proposals and issues of clarification were discussed, as follows:

The Chair reminded the meeting that she had asked officers to include coverage of the 'Healthy Hearts for Harrow' campaign and the 'Safer Neighbourhood Scheme' in the magazine. However, the Chair noted that these issues had not been included and she asked for these items to be featured.

Front Cover: Members asked that the Harrow logo feature on the cover of the magazine.

Page 5

Leader's Column: It was suggested that mention be made of the granting of the Freedom of the Borough to Sir Roger Bannister and that the exact definitions of the ratings the Council had received be used.

Page 6

Golden couples celebrate in Harrow: The Panel suggested that the article be more focused on the couples who had attended the celebration at the Civic Centre.

Page 8

Global teachers meet in Harrow: The Communication and Publication Manager advised that a suitable photo for the article had not yet been found. The officer informed the Panel that the magazine co-operated with Harrow Observer to obtain high quality photos when they had taken pictures at an event. She explained that on this occasion Harrow Observer could not meet the magazine's deadlines and photos would be sought elsewhere. The Chair informed the meeting that the school concerned had a selection of photographs available.

Scrutiny update: The Chair asked that a magnifying glass feature beside the article as a symbol of scrutiny.

Page 15

Youth team help kick crime into touch: Members suggested that further information regarding the association behind the youth football team be included in this article if possible.

Local hero: Members suggested that if possible, the article set out more background information on Charles Garforth and that his connection to Harrow be detailed. A Member of the Panel suggested that Charles Garforth's relatives be invited to attend the inauguration of the new War Memorial. The Chair suggested that a recommendation be made to Cabinet when more information regarding Charles Garforth became available.

Page 16

Heathfield School receives Artsmark Award: The Panel noted that various schools had in the past received the Artsmark Award and stated that particular schools should not be singled out.

Page 18

Storytime for children with hearing impairments: A Member asked that a textphone number be included.

Home grants help improve properties: It was suggested that a clarification be made in order to explain that the available grants were subject to specific conditions.

Consultation review: Members of the Panel suggested including that the consultation review was conducted by the Overview and Scrutiny Committee.

Page 19

The Communication and Publication Manager informed the Panel that there would be an article on the Arts Festival on this page and that pictures of the event would be displayed on other pages of the magazine.

Page 33

The Panel complimented the officer on the initiative to feature an article on recycling.

Page 36

In brief: It was noted that the information regarding the football team was a duplication of the information on page 15.

Beat anti-social behaviour: Members asked that the name of the person who had received an Anti-Social Behaviour Order be removed.

Page 38

What's on: Members of the Panel suggested that the Harrow Show be included in the calendar of events.

Page 41

Councillor surgeries: A Member noted that there was now only one Conservative Party office in Harrow.

Page 42

Career choices: Members suggested that workers opting for different schemes such as flexitime and job-sharing could be featured in this section.

News to Come

Members identified additional items which could be featured in this issue or in future issues:-

- A feature on the Director of Children's Services
- The CAMHS launch
- Information about benefit schemes
- Bentley Day Care Centre's visit to Douai
- A feature on the newly elected Greater London Assembly Member for Brent and Harrow
- The European and Greater London Assembly members

RESOLVED: That (1) officers provide the Panel with a report on Charles Garforth;

(2) the draft copy of the magazine, as amended, be noted.

153.

Dates of Next Meetings:

The Communication and Publication Manager stated that there was currently no fixed printing scheme for Harrow People as the Communication Unit was exploring future possibilities for the magazine and that the printing deadlines would be presented in due course in order that meetings could be re-scheduled if necessary.

It was noted that the next meeting of the Publications Advisory Panel, which was due to be held on 2 September, could be subject to change pending the printing schedules of the Council's publications.

(Note: The meeting having commenced at 7.30 pm, closed at 9.39 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

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LONDON BOROUGH OF HARROW

Meeting:	Publications Advisory Panel
Date:	2 nd September 2004
Subject:	Council Notice Boards
Key decision:	No
Responsible Chief Officer:	Executive Director, Urban Living Head of Communications
Relevant Portfolio Holder:	Planning, Development and Housing Strategic View and External Communications
Status:	Part 1
Ward:	All wards
Enclosures:	Appendix A – list of council notice board sites

1. **Summary**

- 1.1 The Council is due to enter negotiations with advertising hoarding companies in 2005 about the placement of such hoardings throughout the borough. The existing contract includes a clause about the placing and siting of community notice boards. The panel is asked to give its views on the community notice board aspect of this arrangement, including how they would want to see community notice boards develop in the future.

2. **Recommendations**

- 2.1 The panel note the report and add views

3. **Consultation with Ward Councillors**

- 3.1 None

4. **Policy Context**

- 4.1 Members of the panel requested a report to discuss this issue

5. **Relevance to Corporate Priorities**

- 5.1 Engaging local communities

6. **Background Information**

- 6.1 Harrow has 20 poster notice board sites in the borough, supplied and maintained by Adshel, the advertising company. Adshel has had a contract with the council since November 1993 enabling them to utilise various sites in the borough for billboard advertising. This contract was drawn up by council officers who are now part of Urban Living.
- 6.2 The contract with Adshel is due for renewal in November 2005. A notice to begin renegotiations is due to be issued in November 2004.
- 6.3 The existing contract includes a clause about community notice boards. The company agrees to supply and maintain 20 such notice boards at various sites around the borough. A full list is attached as Appendix A.
- 6.4 Further, the company agrees to change notices and update the information therein on the second and fourth Friday of every month. They supply an operative who collects notices from the Civic Centre reception and tours the borough updating the boards. This service is at no cost to the council.
- 6.5 It is fair to say that many of the notice boards are now looking their age. A number have been vandalised and interior lighting is not working. Although some maintenance has been carried out it has not always been satisfactory. At present, three of the sites listed in Appendix A - St Anne's Road, Harrow Weald Recreation Ground and the entrance to Harrow Museum and Heritage Centre – have been removed because of the damage caused to them. Some notice boards, including the one outside the Civic Centre, have been renovated by the council.
- 6.6 The notice boards generate a small amount of income for the council (up to £5,000 per year) Posters are displayed for two week periods. The criteria for acceptability of posters was drawn up several years ago. Priority is given to statutory council information. Most groups pay £23.50 for a two week period. If there is space, suitable commercial organisations can use the boards for advertising purposes at a cost of £82.25 for a two week period.

7. **Consultation**

- 7.1 Further consultation is under consideration

8. **Finance Observations**

- 8.1 No Financial Comments.

9. **Legal Observations**

- 9.1 No Legal Comments.

10. **Conclusion**

- 10.1 The panel is asked to give consideration to the following points:

*Should the location, siting and maintenance of community notice boards be part of an agreement with a advertising hoarding company or should they be dealt with separately under the council's direct control?

*Should a fresh criteria for use of boards for local and voluntary groups/partners/ commercial organisations be drawn up?

11. Background Papers

11.1 Appendix A – list of current sites for community notice boards

12. Author

12.1 Peter Brown, Head of Communications

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Community Notice Board sites

1. Outside Stanmore Library, Stanmore Hill
2. Outside Gayton Library, Harrow town centre
3. End of St Anns Road, by Katie Statue
4. Corner of St John's Road, Harrow town centre
5. Outside old post office, 51 College Road
6. Uxbridge Road, Hatch End
7. Entrance to Harrow Arts Centre, Uxbridge Road
8. Entrance to Harrow Weald recreation group *
9. Entrance to Harrow Museum and Heritage Centre*
10. Outside Safeways, North Harrow
11. Outside 146 Kenton Road, Kenton
12. Harrow Civic Centre
13. Entrance to Harrow Leisure Centre
14. Outside Wealdstone Library
15. Streatfield Road, junction with Honeyput Lane
16. Outside Pinner Library, Marsh Road
17. Outside 439 Alexandra Avenue, Rayners Lane
18. Outside Roxeth Library
19. Outside 25 Belmont Circle
20. 19 Buckingham Road, Cannons Park

*Indicates board temporarily out of action

August 2004

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LONDON BOROUGH OF HARROW

Meeting:	Publications Advisory Panel
Date:	September 2 nd , 2004
Subject:	Web Site Development
Key decision:	No
Responsible Chief Officer:	Executive Director, Business Connections
Relevant Portfolio Holder:	Finance, Human Resources and Performance Management
Status:	Part 1
Ward:	N/A
Enclosures:	None

1. **Summary**

- 1.1 The following is a report on the current development of the Harrow Council website following a recommendation at the May meeting of the Publications Advisory Panel asking Cabinet to look at the resourcing of the website. It includes further information.

2. **Recommendations**

- 2.1 To note the report

Or

To note the report and make specific recommendations

3. **Consultation with Ward Councillors**

- 3.1 N/A

4. **Policy Context (including Relevant Previous Decisions)**

- 4.1 The website is an important tool in the council's aspiration to be open and transparent in its dealings and to inform residents

5. **Relevance to Corporate Priorities**

We will strengthen Harrow's local communities by promoting social inclusion amongst all our residents both young and old, by seeking to eradicate poverty and by reducing the fear of crime.

6. **Background Information**

- 6.1 There was a discussion at the May 2004 meeting of the Publications Advisory Panel about the development of the website at which members noted that comprehensive statistics were essential for the future development of the site. Members also resolved to recommend that Cabinet should look at the resourcing of the website, with a view to giving the Communications Unit control of the website budget.

e-Government and web site organisation

- 6.1.5 The ICT member sub-group, under the chairmanship of the portfolio holder for Finance and Human Resources, has responsibility for overseeing the strategic ICT policy.
- 6.2 The Council has a number of targets to meet in order to meet the fundamental organisational change set out in the National Strategy for Local e-Government. Among the many targets is one stating that all transactions that can be undertaken with the council electronically should be enabled by the end of December, 2005. The Harrow target for the end of March 2005 is 73 per cent, so a considerable amount of work still needs to be undertaken in the remaining nine months of next year.
- 6.3 A number of other priority outcomes have been published by the Office of the Deputy Prime Minister with regard to e-Government targets, based ten priority service and four transformation areas. A list of these areas and a progress report is attached.
- 6.4 The council has established a Corporate Strategic Programme Board under the chairmanship of the Executive Director, Organisational Development and including the Directors of Strategy to direct and monitor the implementation of the IT Strategy. Reporting to the board is a sub group dedicated to the e-Government agenda. The sub group will be able to influence the allocation of resources to the website and aspects of e-Government work to ensure that targets and real service improvements are achieved. The Head of Communications will be invited onto the group. The first meeting is planned for September.

The Communications Unit and the website

- 6.5 The Communications and Publications Manager has responsibility for the content maintenance, editorial competence and design and branding of the website, working with colleagues in IT. She must ensure the site is easy to read and, working with IT, easy to navigate.
- 6.6 The Web Editor, responsible to the Communications and Publications Manager, has the responsibility of keeping the editorial content of the site up to date and accurate, in addition to "policing" the whole site to ensure information produced on the website and intranet by web-authors throughout the whole of the authority is written in an easily understandable form and complies with the council's writing style.

- 6.7 In view of the increasing popularity of the website (see below) and the need to improve internal communications, an Intranet Editor is to be employed in the autumn, funded by savings made elsewhere in the unit. The Intranet Editor will also be able to assist the Web Editor. The training of staff to use the website is ongoing, using a trainer who has worked with the Communications Unit and is conversant in the council's writing style and branding. The training is funded by IT.
- 6.8 The content management system used on the Harrow website is called APLAWS. A new APLAWS framework was implemented in April, and it has been a significant undertaking to transfer and update information from the previous system to the new framework. Consequently there are still a few areas of empty pages and unlinked pages. Examples of jargon and clumsy phrasing have also slipped through. Work is progressing to ensure that the site is 100 per cent operational and it is anticipated that an upgraded system, called LAWS (APLAWS Plus) will be installed by the end of September.
- 6.81 Editorial resources for the website have to be prioritised. There are constant demands on the updating and maintaining of the news sections of the site. Time needs to be found to ensure that information being placed on the site by web authors is jargon-free and written within style. There are increasing inquiries and requests from members of the public, partners and staff, and there is a need to promote and market the website itself, as well as its usage.
- 6.82 One of the government recommendations is that each councillor should have the opportunity to develop their own website, either as part of the council website or separately.

Web site usage

- 6.9 The introduction of the APLAWS framework enables the council to obtain statistics of Website usage. There has been a steady growth in usage month on month according to figures from the last available quarter, April to June. In June the site obtained 3.7 million hits and hundreds of visitors a day. All users of the website see the Home Page containing the latest news and links to other areas. The most popular areas are web pages containing information on jobs, schools, planning and building control. The Library catalogue is also heavily used.

Issues for consideration

- 6.10 In view of the fact that the editorial development of the website is part of a wider programme of meeting e-Government targets, the appropriateness of allocating a separate budget for the Communications Unit needs to be considered.
- 6.11 Consideration needs to be given to the editorial and training priorities for the continued development of the website. This may include the development of members' own websites.

7. Consultation

- 7.1 None to date

8. Finance Observations

- 8.1 The new e-government steering group will help to direct resources to key areas to help the council move forward on e-government

9. Legal Observations

- 9.1 None

10. Background Papers

- 11.1 Outcome and Transformation Areas – part of IT Web Status report

11. Author

- 12.1 Peter Brown, Head of Communications