

Action and date action requested	By who	Progress
12/4/2011 - An update on the emergency generator including progress, costs and Bunker provision was required at the next meeting	Theresa Cannon	<p>A meeting took place with EP/ICT/Asset and Jonathan Mason from Kings & Barnham on 15/4/11 to discuss issues and options for a generator at EH. Awaiting report from Kings & Barnham with costings etc - chased 6/5/11.</p> <p>The bunker could provide a Work Area Recovery location in the event of a business continuity incident affecting EH, housing the incident management team and staff required to deliver priority services. An assessment of the bunker was carried out on 6/4/11 - report received 5/5/11.</p> <p>Specialist contractor to visit site on 11/5/11 to advise on water hygiene management. Other specialist assessments may be required.</p>
12/4/2011 - An update on Contact Centre data collection, client management, customer ownership and the meeting with ARP was required at the next meeting.	Maxine O'Mahoney	Update deferred to future meeting
12/4/2011 - The need for marketing of ideas and the lack of a marketing strategy would be discussed at the next meeting.	Vicky Thomson	As the new Joint Marketing & Communications Team Leader was only appointed at the beginning of May, he will bring a report on this matter to the next meeting of the BIP SC.
12/04/2011 - A report on Licensing mobile working would be presented to the next meeting.	Stephanie Butcher	Mobile working progress and timescales attached
12/04/2011 - List of projects to be provided to support the recommendation (to carry over ICT capital funding) be provided	Maxine O'Mahoney	This is a priority for new ICT/Customer Managers and an update will be provided to next meeting
12/04/2011 - Update be provided at the next meeting on licensing partnership opportunities	Stephanie Butcher	Trading/Partnership – meeting arranged with Rob Walker for 3 rd May postponed until 16 th May. Chased South Holland re partnership meeting but still waiting for a response.