

AGENDA

NOTE: In the case of non-members, this agenda is for information only

- Committee - JOINT AUDIT & SCRUTINY PANEL**
- Date & Time - TUESDAY, 14TH DECEMBER, 2010
AT 10.00 AM**
- Venue - ST GEORGES ROOM, ELIZABETH
HOUSE, DEREHAM, NR19 1EE**

Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.

The Panel

Mr S.G. Bambridge
Councillor Claire Bowes
Mr R.P. Childerhouse

Mr J.P. Cowen (Chairman)
Mr C.R. Jordan
Mr D.S. Myers

**PERSONS ATTENDING THE MEETING ARE
REQUESTED TO TURN OFF MOBILE TELEPHONES**

Member Services
Elizabeth House, Walpole Loke,
Dereham Norfolk, NR19 1EE

Date: Wednesday 8 December 2010

PART A - ITEMS OPEN TO THE PUBLIC

Page(s)
herewith

1. MINUTES

To confirm the Minutes of the meeting held on 24 November 2010.

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2. APOLOGIES

To receive apologies for absence.

3. DECLARATION OF INTEREST

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest.

4. NON-MEMBERS WISHING TO ADDRESS THE MEETING

To note the names of any non-members wishing to address the meeting.

5. SUMMARY

To recap on the outcomes from the previous Panel meeting.

6. FEEDBACK FROM MEMBERS

To review comments received by Members from their colleagues.

7. DEMONSTRATION OF AWARD WINNING DEMOCRATIC SERVICES SYSTEM

To receive a presentation on Teignbridge District Council's bespoke, in-house application, which won the Excellence in Democratic Services Award at the 2010 MJ Achievement Awards.

8. DIGITAL PEN TECHNOLOGY

To receive an overview of an alternative means of capturing the written word electronically.

9. FINAL REPORT REQUIREMENTS

To agree the structure and format of the final report, clarifying key points and recommendations.