

**JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE****Tuesday, 30th June, 2015**

Present:-

Councillor Burrows (Chair)

Councillors	T Gilby	Simmons
	T Murphy	Davenport
	Ludlow	A Diouf
	Blank	Huckle
Non Voting Members	Bagley	Wall
	Brown	

\*Matters dealt with under Executive Powers

**6 DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

**7 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J. Innes, Dickinson and Elliott.

**8 MINUTES****RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 2 June, 2015 be approved as a correct record and signed by the Chair.

**9 CREATION OF DIGITAL CONTENT EDITOR POST**

The Communications and Marketing Manager submitted a report seeking approval for the establishment of a Digital Content Editor post.

The new role was proposed to be a dedicated post in charge of both the strategy and day-to-day management of all the Council's websites and intranet. The role was to enable the Council to deliver the objectives of the external and internal communications strategies. The proposed job description and person specification were attached to the report.

The alternative option of continuing to operate the website and intranet without any strategic or day-to-day management was not recommended as this would not resolve the issues identified in improving customer service.

### **RESOLVED –**

- 1) That approval be given to establish a post of Digital Content Editor within the Communications and Marketing Service.
- 2) That it be recommended to Full Council that £18,000 be allocated from the 2015/16 Budget Risk Reserve to fund the post in the current financial year and that in future years the post be incorporated into the base budget.

### **REASON FOR DECISIONS**

To improve customer service and increase the number of transactions carried out through the Council website.

To improve internal communications by developing the intranet.

To help to deliver the Council Plan objective of 'improving access to technology that meets the needs of our residents, businesses and visitors'.

To help to deliver the first year Council Plan objective to 'switch to a new website that will provide our customers with improved access to our services, including from mobile devices'.