

CDS Programme Board Action Notes

Date: 10th November 2011
Time: 2:00pm
Venue: Somerset County Hall
Chair: Phil Norrey (DCC – Chief Exec)
Attendees: Pat Flaherty (SCC – Service Director), David Hall (SCC – Lead Member), Kevin Hanlon (Broadband Delivery UK - Account Manager), Rob Hetherington (DCC – Head of Service), Will Mumford (DCC – Lead Member), David Turner (North Somerset – Director of Development and Environment), Dave Cornish (SCC), Keri Denton (DCC)
Apologies: Sheila Wheeler (SCC – Chief Exec), Nick Ames (HOTSW LEP)

Item	Title
1	Programme Progress and Update
Actions	Stakeholder Engagement <ul style="list-style-type: none"> • Co-ordinate a meeting on road closures and maintenance • Community groups – Parish Clerks should be included as part of this • Standard responses to be developed for enquiries
Decisions	
2	Governance
Actions	
Decisions	
3	Funding Opportunities
Actions	ERDF <ul style="list-style-type: none"> • Provide a briefing note to Phil who would write to DCLG. EU Funding <ul style="list-style-type: none"> • Provide a short note on the Infrastructure Fund for the Board DEFRA Rural Community Broadband Fund <ul style="list-style-type: none"> • Contact other projects and draft a letter to be sent to Ministers. • Feedback from Defra/BDUK Conference on community hubs to be shared with the board
Decisions	
4	Broadband Procurement
Actions	Call Off The next Board to focus on the call off and requirements with legal and technical advisors in attendance
Decisions	
5	Demand Stimulation
Actions	
Decisions	
7	Financial Control

Actions	<ul style="list-style-type: none"> The process for drawing down partner contributions was discussed and invoices / virement requested for contributions to the programme from SCC / NSC and DCC, as per cabinet papers. Dave to instigate.
Decisions	
8	Issues and Risks
Actions	
Decisions	
9	Privacy and Equality
Actions	<ul style="list-style-type: none"> The key elements in each of these were presented to the Board. These were noted and both policies welcomed. The Board noted the importance of having these and thanked the team who pulled them together and agreed that monitoring the programme against these would be important. It was agreed that Pat would be delegated by the Board to sign off these documents. Action Pat / DC
Decisions	