



DEMOCRATIC SERVICES COMMITTEE

9.00 am FRIDAY, 27 JANUARY 2017

COMMITTEE ROOMS 1/2, CIVIC CENTRE, PORT TALBOT

PART 1

1. To receive any declarations of interest from Members
2. Minutes of the last meeting on 10 November, 2016 (*Pages 3 - 6*)

To receive the reports of the Head of Corporate Strategy and Democratic Services

3. Role and Resources of the Head of Democratic Services (*Pages 7 - 12*)
4. Members' Facilities (*Pages 13 - 26*)
5. Members' ICT Scheme and Usage (*Pages 27 - 44*)
6. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972

S.Phillips
Chief Executive

Civic Centre
Port Talbot

20 January 2017

Committee Membership:

Chairperson: Councillor Mrs.L.H.James

**Vice
Chairperson:** Councillor Ms.C.Morgans

Councillors: M.Harvey, E.E.Jones, R.G.Jones, D.Lewis,
J.D.Morgan, A.L.Thomas, A.N.Woolcock,
A.Jenkins and Mrs.K.Pearson

DEMOCRATIC SERVICES COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present:

10 November 2016

Chairperson: Councillor Mrs.L.H.James

Vice Chairperson: Councillor Ms.C.Morgans

Councillors: M.Harvey, E.E.Jones, R.G.Jones, J.D.Morgan,
A.L.Thomas and A.N.Woolcock

Officers In Attendance Mrs.K.Jones, R.George and N.Evans

1. **TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

The following Member made a declaration of interest at the commencement of the meeting:

Cllr. L H James – the report of the Head of Corporate Strategy and Democratic Services – the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2017/2018 as her daughter is a member of the panel

2. **MINUTES OF THE LAST MEETING ON 1 JULY 2016**

Members considered the minutes of the previous meeting held on 1 July 2016.

It was noted that there was an error in the minutes in relation to the Membership of the Task and Finish Group and it was agreed that this would be amended accordingly.

Officers advised that since the previous meeting officers had looked at the facilities within the Port Talbot Civic Centre for Elected Members and a layout plan for the Port Talbot Members Room has now been developed.

It was agreed that the layout plan should be circulated to the Committee and placed in the Democratic Services Office so that Members of the Committee could provide feedback as appropriate.

In addition, the Committee supported the Head of Democratic Services in continuing with the planned upgrade to Members facilities with Members keen to see progression particularly in relation to better audio/visual equipment within the Neath Civic Centre committee rooms and improved meeting room furniture within the Port Talbot Civic Centre committee rooms.

3. **SUBMISSION OF APOLOGIES FOR COUNCIL MEETINGS**

Members considered a draft policy for the recording of apologies for Council Meetings.

Officers stated that there had been some confusion initially about the wording of the draft policy as it appeared to construe that apologies would be included within the official meeting minutes. However, it was confirmed that this was not the case and that apologies would simply be recorded as part of each Members online attendance record.

Members were also advised of the requirement to inform officers of any apologies in advance of any relevant meetings to ensure that the membership of the committee remains quorate.

Officers explained that the policy was presented as part of a consultation process and emphasised that it would be necessary to further consult political groups before being presented to Council for formal adoption. It was not envisaged that the policy would be implemented until after the May 2017 Local Government Elections.

Members asked how and when apologies should be submitted. It was agreed that apologies can be submitted by email, telephone or in person but needed to be actioned before or during the meeting itself. Members also agreed that the apologies should be from the individual themselves unless it was exceptional circumstances.

RESOLVED: that the Head of Corporate Strategy and Democratic Services should write on behalf of the Committee to the respective Group Leaders about the policy. If there are no issues identified then the policy can be taken to Council but if any issues are identified then a further report will be brought back to this Committee.

4. **MEMBERS' INDUCTION PROGRAMME 2017**

Members considered a report on the proposed arrangements for the induction of the new Council in May 2017.

Officers stated that the Chief Executive had suggested that the induction should not take place immediately following the election and the new Council should be provided with some space and time to allow the political groups to organise themselves. It was noted that the proposed date of 29 May, 2017 would be a Bank Holiday and the start of half term week.

Members queried the scope of the tour arrangements contained within Appendix One and advised that further thought be given to providing tours of both Civic Centres as well as The Quays Council offices, officers agreed to consider these proposals. It was suggested that staff within Democratic Services would not necessarily need to undertake the tours but it was something that could potentially be undertaken as part of the mentoring scheme if agreed by the respective political groups.

Members also suggested describing training sessions as either '**mandatory**' for training which is obligatory or '**essential**' for training which is considered important but not obligatory.

In relation to induction materials Members requested that such documentation should be placed clearly on the 'Members Hub' section of the intranet so that if any Member is inducted outside of the main induction period then the learning materials would still remain available for training purposes.

Resolved:

1. That officers look at the start date of the induction programme
2. That officers consider other Civic buildings to be included in any tour arrangements
3. That where possible the terms 'Essential' and 'Mandatory' are used to describe the different categories of training.

4. Induction materials are trialled with newly elected Member(s) as they are developed and when appropriate.

5. **INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW)**
DRAFT ANNUAL REPORT 2017/2018

Members considered the draft Annual Report for 2017/2018 from the Independent Remuneration Panel for Wales (IRPW) which was published in October.

Officers highlighted to Members that the panel had chosen to make same changes to certain determinations including a very modest increase to the basic salary for elected members.

The 0.75% increase is the first for three years and follows the slight easing of restraint in the pay of public sector employees. In addition the panel has decided to introduce arrangements to recognise the implications of long term sickness of senior salary holders.

Within their report the panel also outlined how they have made changes to provide more flexibility for authorities without undermining the principle of prescribing payments which still has continuing support.

To accompany the publication of the draft annual report 2017/18, the panel have also conducted a series of regional consultation meetings. In relation to the South West Wales meeting Members were informed that the Vice-Chair of the Committee attended along with the Electoral and Democratic Services Manager to maintain full engagement with panel members.

In relation to the panel's determinations on long term sickness absence Members queried how any sickness absence would be publicised. It was explained by the Head of Corporate Strategy and Democratic Services that any long term absence must be agreed by Council so there would be a record of any such dispensation. In addition, it was highlighted that the relevant group leader would need to make arrangements to cover any local case work for the relevant Member.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

27 January 2017

Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

Matter for Information

Wards Affected:

All Wards

Role and Resources of the Head of Democratic Services

Purpose of the Report

1. To provide Members with an update in relation to the role and resources of the Head of Democratic Services.

Background

2. As outlined in the Local Government (Wales) Measure 2011 each County and County Borough is required to designate one of their officers to the post of 'Head of Democratic Services' and provide that officer with sufficient support to undertake their role.

3. One of the core functions of the Head of Democratic Services is to:-
'...to make reports and recommendations in respect of the number and grades of staff required to discharge Democratic Services functions and the appointment, organisation and proper management of those staff'.

Current Position

4. There are significant additional training duties placed upon the Council by the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2016 and the Security and Counter-Terrorism Act 2015.
5. To support this additional workload an additional Grade 7 Democratic Services Officer post to has been created to facilitate the secondment of an existing Grade 7 employee to the Human Resources Department. The substantive post will be frozen while the secondment is taking place, and, a Grade 8 Training and Development Officer Post has been created within the Human Resources Department to support the secondment.
6. The additional training and development post will support the delivery of the training programmes. The additional post in Democratic Services will ensure the secondee will be able to return to their substantive post, if needed, at the end of the secondment opportunity whilst ensuring that a suitable replacement member of staff can be secured at a busy time for the Democratic Services Team.

Financial Impact

7. The costs of the changes proposed have been built into the draft Budget for 2017-18.

Workforce Impacts

8. See Appendix 1.

Legal Impacts

9. The proposals have been created specifically to ensure the capacity is created to discharge new legal duties that have been placed on the Council by Welsh Government.

10. All posts have been graded in accordance with the Council's Job Evaluation Scheme.

Risk Management

11. There is a risk that should the secondee wish to return to her substantive post at the end of the secondment that the cost of the establishment could, at that time, exceed available budget. In that instance, a further management of change exercise would be carried out to remodel the service.

Consultation

12. Consultation with staff and their recognised trade union representatives has taken place, where appropriate in relation to the proposals. There is broad support for the proposals.

Recommendations

13. To note the relevant changes within the organisational structure for Electoral and Democratic Services.

Reason for Proposed Decision

14. Matter for information, no decision required.

Appendices

15. Appendix 1 - Existing Structure and Proposed Structures - Electoral and Democratic Services

List of Background Papers

16. None.

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services

e-mail: k.jones3@npt.gov.uk

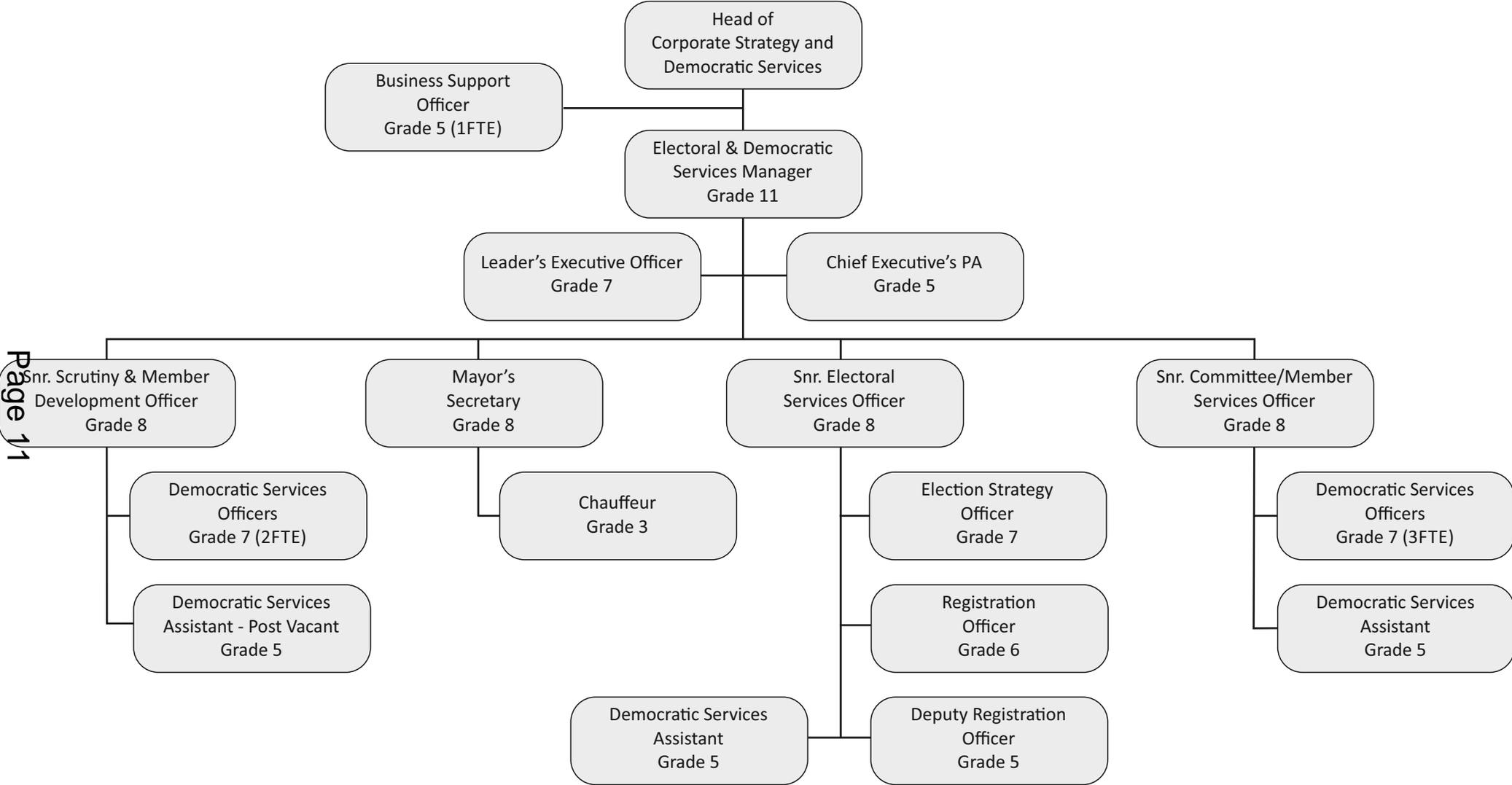
Telephone: 01639 763284

Rhys George - Electoral and Democratic Services Manager

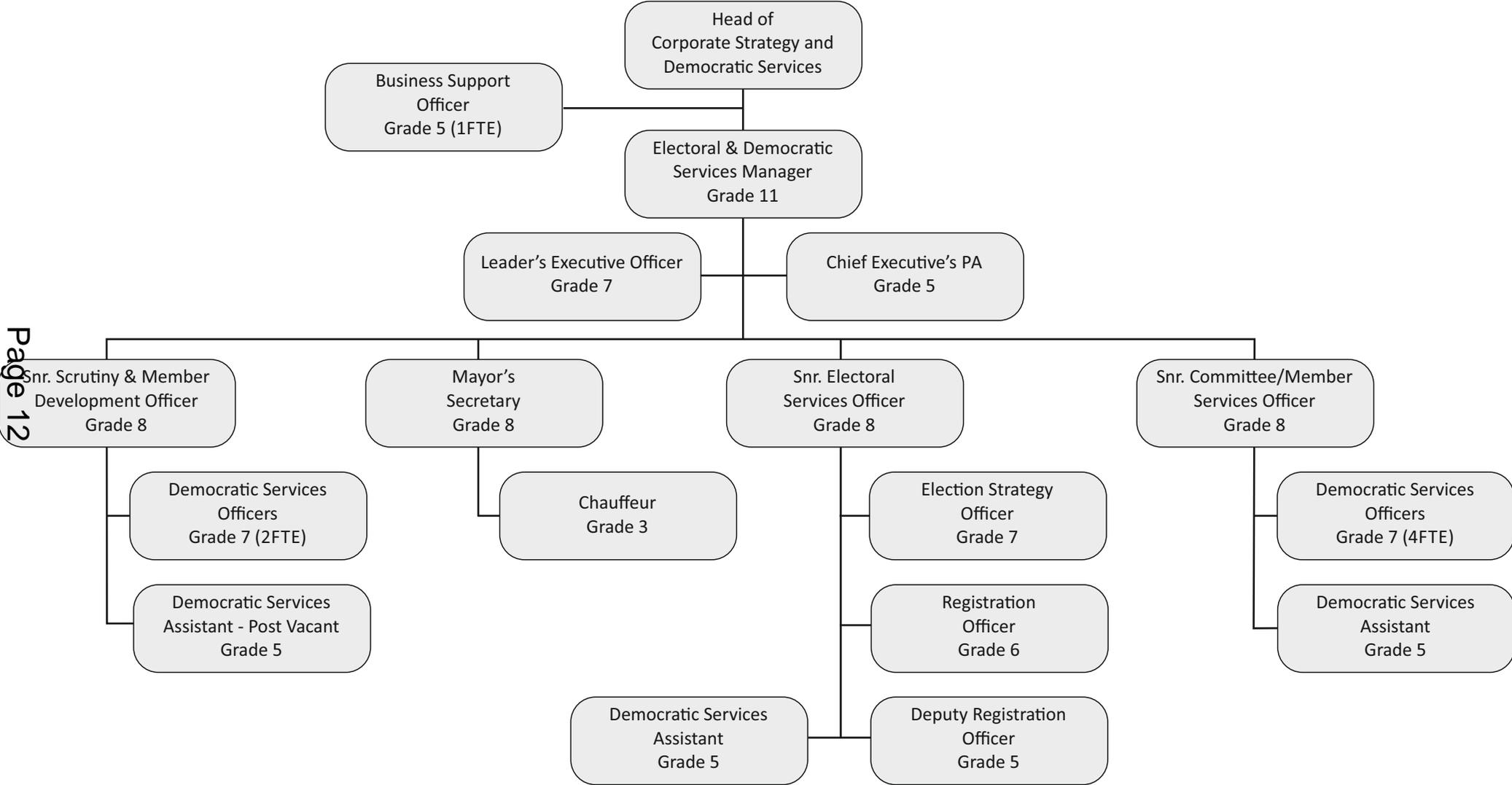
e-mail: r.j.george@npt.gov.uk

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Electoral and Democratic Services 2016/17



Electoral and Democratic Services 2016/17



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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

27 January 2017

Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

Matter for Information

Wards Affected:

All Wards

Members' Facilities

Purpose of the Report

1. To provide Members with an update in relation to the progress made with the provision of Members Facilities within Port Talbot Civic Centre and to provide information and planned improvements for the Neath Civic Centre.

Background

2. Following the formation of Corporate Strategy and Democratic Services in October, 2012, the provision of facilities for Members has been kept under review.

3. Where appropriate, improvements have been suggested to ensure that the democratic processes of the Council can operate more effectively and support Members in carrying out their duties and responsibilities, as well as assist Members of the Public properly seeing and hearing proceedings.
4. In particular, with regard to the Committee Rooms and Council Chamber located within the Port Talbot Civic Centre, very limited investment has been made in maintaining the equipment and facilities within these meeting venues since the creation of the authority in 1996.
5. As such, much of the audio and visual technology which had previously been utilised by Members had started to malfunction on a regular basis requiring continuous repair and maintenance and resulting in complaints.
6. This resulted in the necessity to put in place a programme of works to ensure that facilities particularly within the Port Talbot Civic Centre were sufficient to provide adequate meeting venues for the use of all Members, Officers and Members of the Public interested in attending Council meetings.
7. While facilities within Neath Civic Centre have not required the same level of works as have been undertaken for the Port Talbot Civic Centre, further works are currently being considered specifically in relation to improving the Committee Room audio facilities.

Progress

Port Talbot Civic Centre - Committee Rooms

8. Within the Committee Rooms a number of improvements have already been completed to again support Members in carrying out their role and assist in facilitating the democratic processes of the Council, including new audio/visual equipment.
9. In relation to the furniture within the Committee Rooms, due to the age and deteriorating condition of the current furnishings within the meeting venues, Members of the Committee were consulted on new plans to replace the current stock and relevant orders have now been placed.

10. The new equipment will provide Members, Officers and Members of the Public with fully adjustable seating to assist with extended meetings and fully adaptable meetings tables to allow for swift layout room changes as and when necessary.

Port Talbot Members' Room

11. As part of the renovation plans being carried out within the Port Talbot Civic Centre Committee Rooms, re-modelling works will also be undertaken with the Port Talbot Members' Room. This will offer Members more appropriate workspace areas as well as allowing improved access to power outlets for utilising and charging mobile devices such as laptops and tablets. The opportunity will also be taken to refresh basic fixtures and fittings.
12. Neath Civic Centre - Committee Rooms
13. To assist with the difficulties with the acoustics within the Neath Civic Centre Committee Rooms a full audio visual assessment is in the process of being conducted with plans to provide similar facilities as introduced to the Port Talbot Civic Centre Committee Rooms. The completion of such works should help to provide improved facilities for Members, Officers and Members of the public to better hear discussions and debate.

Opposition Group Offices

14. Due to the poor condition of the Opposition Group Offices, works will be carried out remove old and out dated furniture from these locations and provide more appropriate furnishings.
15. All works as outlined above are currently due to take place prior to the forthcoming Local Government Elections on 4 May, 2017.

Financial Impact

16. With regard to the improvements to Members' facilities, all relevant costs will be met within current accommodation budgets and, as such, the financial impact will be neutral.

Equality Impact Assessment

17. A screening assessment has been undertaken but a full equality impact assessment is not warranted.

Workforce Impacts

18. There are no workforce impacts associated with this report.

Legal Powers

19. There are no legal impacts associated with this report.

Risk Management

20. There are no significant risks associated with this report.

Consultation

21. There is no requirement under the Constitution for external consultation on this item.

Recommendations

22. That the Democratic Services Committee note the progress made in relation to Member facilities.

List of Background Papers

23. Office Layout/Equipment Information Summary (see attached).

Officer Contacts

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Client Details

Delivery Address

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Neath Port Talbot



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QUOTATION

Members Room Port Talbot Civic

Number	Date	Account	For The Attention Of	Valid For
805U	19/10/2016	NPT	Richard Jenkins	30 days
Product	Description	Quantity	Net Price	Extended
Conference / Meeting Chair	4 Leg Stacking Side Chair with upholstered seat and back. Band B Fabric. Camirra Xtreme Blizzard YS081 Fabric   	8	£79.00	£632.00
Conference / Meeting Chair with Arms	4 Leg Side Chair with upholstered seat and back / Arms. Available at an optional . Band B Fabric. Camirra Xtreme Blizzard YS081 Fabric As above but with Arms  	8	£91.00	£728.00
Round Flip Top Tables	Flip Top Tables - Ideal for flexible spaces, heavy duty folding mechanism makes these tables robust enough for most environments. The MDF tops come with a MDF rounded edge finish as standard and are available in Beech, White and Grey Top. Frame colour Grey. All tables on castors. 1200 DIA   	4	£230.73	£922.92
Beam System Desking 4 Person Pod	Double Back to Back Desk - 2800 x 1600 x 725mm High. Beech Top with Silver Frame.   	1	£610.00	£610.00

Beam System Desking 2 Person Pod	<p>Single Back to Back Desk - 1400 x 1600 x 725mm High. Beech Top with Silver Frame.</p>   	2	£364.00	£728.00
Cable Tray for above desk	<p>Cable Tray for above desk. Available in White or Silver.</p>   	4	£56.32	£225.28
Screens For Desks	<p>Staight Fabric Screen - Silver Frame Band B Lucia Blizzard Fabric YB108</p>   	4	£115.00	£460.00
Screen Fixing Brackets	<p>Screen Fixing Brackets for all screens - Silver Finish</p>	1	£79.00	£79.00
High Level Tables	<p>Gazelle Mesh Back Task Chair with Adjustable Arms. Balanced Mechanism, Seat Slide, Black Plastic Base, Black Mesh Back. Please note this chair has an adjustable lumbar back support, not pump up lumbar. Band B Camira Xtreme Blizzard YS081 Fabric.</p>   	8	£224.00	£1,792.00
Power Modules	<p>Power Modules to include 2 x UK Sockets / 1 Neon Switch / 1 500mm Lead to 3 pole connector. 1 x Smart Charge (USB). 2 RJ45 CAT5E sockets Fixing Brackets Included. 4 x 2m Length for back to Back desks. 4 x 3 Meter for 4 person desk. (8 Power Modules in Total) These power modules clip to the back edge of desk</p>	1	£766.00	£766.00
Total				£6,943.20

This is subject to our Standard Terms and Conditions, a copy of which can be obtained by request.

All quoted prices Exclude VAT
Errors and omissions excepted

Your contact will be: Jonathan Saunders

Tel No 07715 646 310

Registration Nos VAT: GB 173 9505 86 Company: 8264896



Client Details

Delivery Address

NPT Civic Neath

NPT Civic Neath



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 Fax 01639 812597

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www.ministryoffurniture.com

QUOTATION

805G Seating

Number	Date	Account	For The Attention Of	Valid For
805G	08/04/2016	NPT	Richard Jenkins	30 days

Product	Description	Quantity	RRP	Net Price	Extended
Tulare	Tulare High Back Managers Chair. Charcoal 	50	£197.00	£113.00	£5,650.00
QUOTE AMOUNT					£5,650.00

 This is subject to our Standard Terms and Conditions, a copy of which can be obtained by request.

 All quoted prices Exclude VAT
 Errors and omissions excepted
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QUOTATION

Number	Date	Account	For The Attention Of	Valid For	
805G	08/04/2016	NPT	Richard Jenkins	30 days	
Product	Description	Quantity	RRP	Net Price	Extended
FLIP16	<p>Flip Top Tables 1600 x 800 x 725 - 25mm MFC / Scratch resistant tops / ABS Edging / Flip Top to manoeuvre between tight spaces / Tops nest together for more compact storage / Lockable Castors.</p>  <p>ABS edge ABS edging is produced from a plastic material named Acrylonitrile Butadiene Styrene. It is a common edge finish on office desking and cabinets, and has high abrasion and marking resistant properties.</p> 	20	£509.00	£292.00	£5,840.00
QUOTE AMOUNT					£5,840.00

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All quoted prices Exclude VAT
Errors and omissions excepted
Your contact will be:

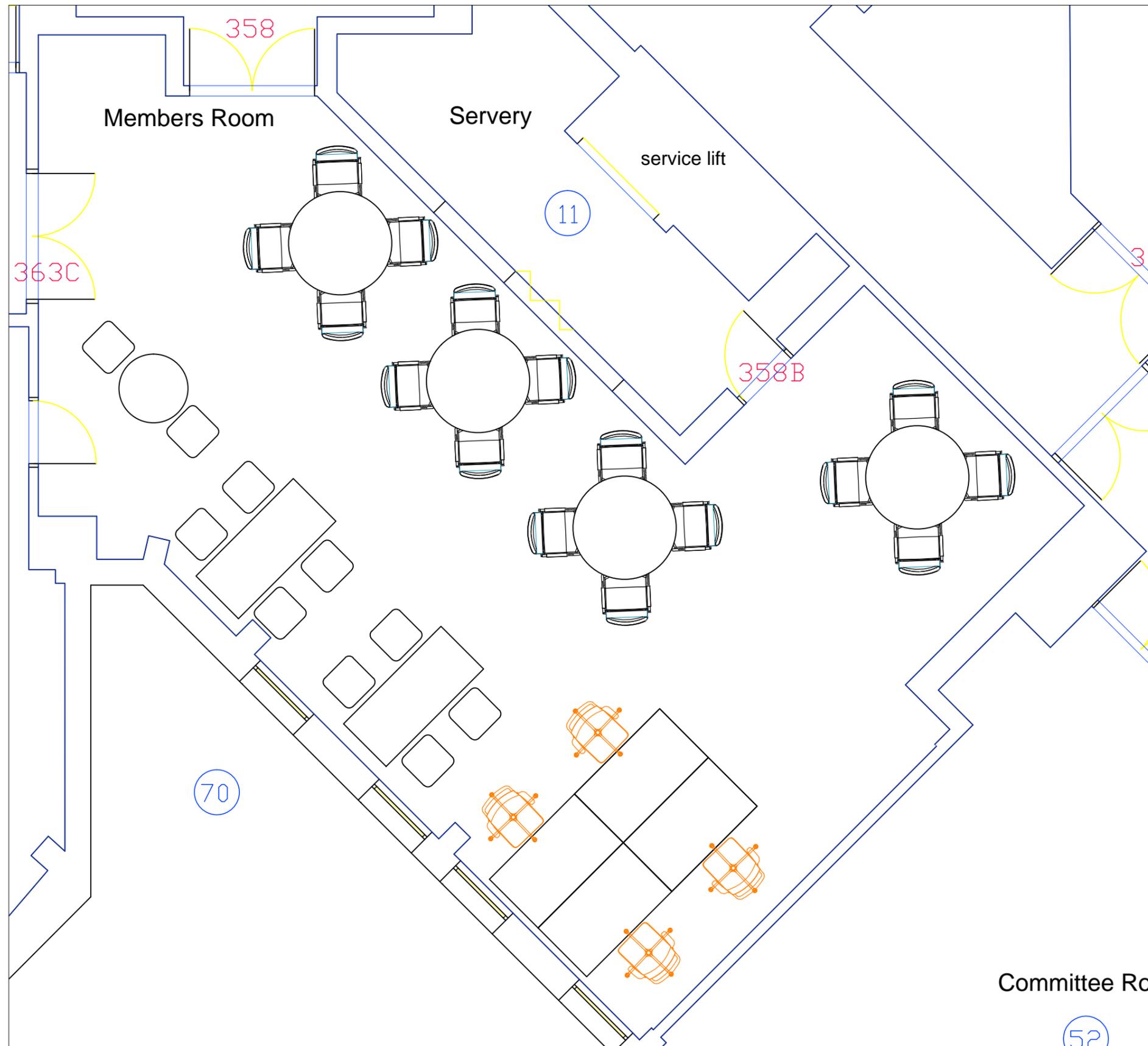
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<small>This drawing is the property of MINISTRY OF FURNITURE LIMITED & must not be copied or reproduced in any way without our permission.</small>	
NPT Port Talbot Civic	
Proposed Layout Members Room	
Project No: 805U	
Drawing No: 805U_1	
Scale: A3@1:50	Sht 1 Of 1
Drawn: JS	Checked:RJ
Date:21/10/2016	Rev: .

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

27 January 2017

Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

Matter for Decision

Wards Affected:

All Wards

Members' ICT Scheme and Usage

Purpose of the Report

1. To seek Member approval to amend the current Members ICT Guidance and Internet Usage Policy.

Background

2. The original Members IT Guidance Note, including Internet Usage Policy, was prepared and originally circulated in August 2012.

3. Following initial publication, the policy was revised by Members in December 2015 with the introduction and transition onto the new Committee Document Management System, Modern.Gov. This was due to the ability to offer elected Members improved digital communication channels via mobile software and hardware as standard.
4. The current system, which has been in place since October 2014, offers significant benefits in terms of receiving Council Papers in a timelier manner, rapid '24 hour' mobile access to the Council's document archives and improved organisation and annotation functionality.
5. The increased use of Digital Communication tools and technology has also assisted the department in meeting its Forward Financial Plan targets by reducing over time the significant costs around print production and courier/postage of Council Papers.

Proposal

6. In preparation for the induction of Elected Members following the Local Government Elections, scheduled to take place on 4 May, 2017, it is proposed that the Committee review the current scheme to ensure that it reflects the future needs Elected Members and maximises the use of digital communication tools in line with the Council's Digital by Choice strategy.

Financial Impact

7. The cost of providing Members mobile equipment will be funded via Member ICT reserves. However, over the longer term savings will be achieved with the reduction in print production and courier/postage costs.

Equality Impact Assessment

8. A screening assessment has been undertaken but a full Equality Impact Assessment is not warranted.

Workforce Impacts

9. There are no Workforce Impacts.

Legal Powers

10. The Local Government Measure 2011 places a responsibility on the Head of Democratic Services to ensure that there is sufficient resource in place to support Members in carrying out their roles.

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

11. There are none.

Consultation

12. There is no requirement for external consultation under the Constitution.

Recommendations

13. To note the Current Members ICT Guidance, including Internet Usage Policy and seek the views of the committee in relation to any suggested amendments to the current scheme.

Reason for Proposed Decision

14. To allow Members to discuss the current Members ICT Guidance Notes and if applicable suggest appropriate amendments.

Appendices

15. Appendix 1 - Current Members ICT Scheme, Including Internet Usage Policy.

List of Background Papers

16. None.

Officer Contacts

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Rhys George - Electoral and Democratic Services Manager

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MEMBERS ICT SCHEME

Including Internet Usage Policy

(For Members who access IT through PCs or laptops supplied via the NPT Home IT Scheme, their own IT equipment or via PCs in the Members' Rooms)

December 2015

Democratic Services and ICT Division

The Helpline numbers below are for those Members on the NPT Home IT Scheme. Please identify yourself as a Councillor on the Scheme when making your enquiry/request.

Office Hours Helpline: 01639 686767

Monday to Thursday: 8.30am – to 5.00pm

Friday: 8.30am – to 4.30pm

Email: member.help@npt.gov.uk

Out of Hours Helpline 07815 795220

Monday to Friday: 5.00pm to 9.00pm

Saturday & Sunday: 10.00am to 4.00pm

Introduction:

- (1) The Welsh Government requires local authorities, and Councillors to embrace e-government – the use of information and communication technologies to improve the activities of public sector organisations.
- (2) Councillors are required to have access to ICT facilities for the following purposes:-
 - to have publicly available e-mail addresses to enable constituents to contact their Councillors at any time;
 - to allow Councillors to keep in contact with their constituents, the authority, each other, and the outside world, which increasingly employs ICT to communicate;
 - to allow Councillors to access Council held information at any time to aid their ability to perform as a Councillor and for the benefit of their constituents.
- (3) All Councillors in Neath Port Talbot have publicly available Council e-mail addresses in the following format: “cllr@npt.gov.uk”. Based on information and guidance from the Information Commissioner that a distinction between a councillor’s personal information and Council information must be maintained, you must use this e-mail address for all Council-related business.

Members IT in NPT:

- (4) **Some Members do not have any IT at home:** In these cases Members have access to PCs at the Civic Centres. These Members are reminded that e-mails from members of the public could be held in their “cllr@npt.gov.uk” e-mail address. A user ID and password has been created for each member – if Members are not aware of these details, or wish to change to Home IT they should contact Democratic Services .

(5) Some Members have their own home PCs or laptops:

- These Members are responsible for purchasing their own equipment and broadband connection. They must also make arrangements for upgrade and/or renewal of machines/components, the supply of consumables, etc. Where a Member wishes to access the Council's network, the Member's equipment must be suitable for the purpose and must have appropriate software e.g. Anti-Virus, etc. **If members require any advice or guidance on appropriate software they should contact Member IT Support (details are on the front cover)**
- Due to the fact that, in this scenario, Members are using their own equipment, they are responsible for all fault finding, servicing and back-up arrangements. ICT support will be limited to connection arrangements and any problems accessing the Council's network. No ICT support will be available for any other software or hardware problems.
- These Members will normally have personal e-mail addresses. Members with a broadband connection can, with the assistance of the ICT Division, access the Council's network to utilise the many services available, including access to public and private Committee Documents and their "cllr@npt.gov.uk" e-mail account. Members who do not have a home broadband connection will only be able to access these facilities at the Civic Centres.
- Members should regularly check their "cllr@npt.gov.uk" e-mail inbox on the Council's services site as senders might assume they are able to make contact through this address. Note also that if Members have a broadband connection at home and, through this, access the Council's network, they must utilise the "cllr@npt.gov.uk" address for all their Council work and this address should be publicised as their prime Council contact address. This account will then be supported by the ICT Division who will ensure that adequate security is in place and that confidential e-mail remains confidential.

(6) **The remaining Members have Council-owned home PCs or laptops:**

- Members who join the NPT Home ICT Scheme must sign up to remain with the scheme for the duration of their term of Office (currently up to May 2017 unless they cease to be a Member during that period). Once joined, there is no opt-out provision.
- Those on the NPT Home ICT Scheme will receive all relevant equipment. All equipment supplied to Members for the purpose of the Home IT Scheme remains the property of the Council and must be returned when the Member ceases office.
- Connection to NPT services will be via the Member's own Broadband connection.
- The Scheme also includes appropriate software i.e. Anti-virus, etc, equipment upgrade reviews, software renewal, plus support from the IT Division in respect of servicing/back-up, etc (incl. helpline & out-of-hours call facility).
- Saving of Work: whether working from home or the Members' Rooms PCs, any documents created under NPT Services (i.e. using Word, Excel etc), will be saved to a Council server where they will be automatically secured each evening. **For security and confidentiality reasons, all work undertaken as part of a Member's NPT duties should be saved in this way.** Personal work may be saved to the hard drive of the desktop PC or laptop but will not be automatically backed up by the IT Division, therefore Members will need to ensure this work is backed up to, for example, CD, memory stick or a Cloud service.
- **Security of Equipment and data: Members are expected at all times to ensure the safekeeping and utmost security of all Council-owned IT equipment and Council-related information. This includes the prevention of damage, theft or loss of the equipment and the unauthorised access/copying of information held on, or available through, the device. This provision is particularly pertinent in the case of laptops and iPads due to their portability and appeal to opportunist theft. Members should note that they often have access to very sensitive information which should not be allowed to fall into the hands of unauthorised persons.**

- As stated previously, Members have a “cllr@npt.gov.uk” e-mail address. Note that this e-mail address should not be used by Members for personal purposes. As well as the corporate e-mail address, any Member can, at no extra cost to themselves, have their own personal e-mail address (most broadband providers now allow several extra e-mail addresses with each account).
- Members should undertake appropriate IT training provided by the Council. Please contact Democratic Services for details.
- To facilitate use of the Modern.Gov system that has been installed to improve access to the Council’s Committee business, members wishing to operate Modern.Gov as an alternative to receiving information through traditional channels will be eligible for an iPad, additional to the laptop/desktop PC that they opted for at the beginning of their term of office.

What is available when Member’s Connect to the Authority?

(7) The services available when members connect to the Authority will vary depending upon the method used to connect. The current ways to link to the Authority are:

- Using the computer in the Member’s Room
- Using a remote connection from home
- Using an iPad

The services available from the Member’s Room and from the Member’s home will be the same, the difference being the way the connection is established. From home the Member will be required to use two factor authentication (a fob) to make a secure connection whilst from the Member’s Room, Members will only need to use their user id and password. When connected the Member will be able to access:

- Microsoft Office – Word, Excel, Powerpoint, Publisher, Outlook/email
- The Council’s Intranet – an array of information including staff contact information, corporate policy, etc.

- Member's Hub – Containing Member's Seminar information, key documents, resources, Consultations, etc.
- Modern.Gov – Committee Documents, Committee Membership, etc
- Electoral Register Search Facilities
- Secure document storage area

When using an iPad the services available to Members differ. The iPad makes information available to Members not only at home but also on the move and within meetings. The iPad allows Members to:

- Securely receive and send email from their corporate email address
- Access the Modern.Gov Application – which allows Members to securely access Committee Documents (including restricted documents) and to annotate those documents
- Access the Authority's Intranet Site – where an array of corporate information is available
- Securely store documents within the iPad
- Access the Internet for research, etc
- Download and install applications which could aid them to carry out their Member duties

Personal Use of Council PC/Network:

- (8) Personal use of a Council home PC, laptop or iPad** is permitted, subject to the provisions in this document and the Internet Usage Policy Note. However, the Council's network should not be accessed or used from home for personal use (this applies equally to Members with their own PC or laptop).

- (9) **When on a Council home PC or laptop**, the opening screen will not only allow access to the Council Services area but also to various other services. It is these other services e.g. Internet, personal e-mail, Word, Excel etc., that a Member is able to use for personal purposes. Note also that such personal use of, for example, Word or Excel, would involve local storage on the PC hard disk i.e. not a Council server. Members could also use a CD or USB memory stick for personal storage. **Members should not load any personal software on a Council PC or laptop without first contacting the IT Division – this includes applications from the Internet (see also Page 12 of this document re: copyright and software downloads).**
- (10) **For PCs in the Members' Rooms**, Members can make personal use of the Internet (except for the unacceptable activity laid down in the Internet Usage policy). This includes access to personal e-mail. The PCs should not otherwise be used for personal purposes i.e. Members must confine usage of these machines to their role as a Councillor or related political activity. Note that any documents created on these machines using, for example, Word or Excel, will be saved to a Council server.
- (11) **All Members should note** that the Council's e-mail address must not be used for personal purposes.

General Advice on Security:

(12) Password Advice:

- Passwords should never be divulged to anyone.
- Passwords should not be written down.
- Passwords should be at least 7 characters long, mixed case and contain at least 1 number.
- If a Member believes a password has been compromised it should be changed immediately. Please contact the Member Support Helpline if assistance is required to change a password.

(13) Computer Viruses:

- Viruses are common and can, in some instances, cause considerable damage to a system or network. The following actions should be taken in defence:
 - If Members are unsure about software installed on their NPT machine or if any program or email causes concern they should contact the Member Support Helpline immediately.
 - If a Member believes a virus has found its way onto a NPT machine, the machine should be left as it is and the Member Support Helpline should be contacted immediately.
- Members must not attempt to disable any anti-virus software on NPT machines.

(14) Confidentiality:

Members must ensure that sensitive/confidential information is treated in the strictest confidence. No Authority-related sensitive information should be stored locally (on a PC's hard drive or USB stick). It is more secure if all Council documents are stored on Council servers.

(15) Mobile Device Security:

- **Mobile devices (such as laptops, BlackBerrys, etc) can be of great benefit to Members and employees but they also pose a very real threat to security of information. Members who use mobile devices should, if possible, ensure that no sensitive information (including person identifiable information) is stored on the device.**
- **The device must be safeguarded against loss or theft but also against unauthorised persons looking at the information held on the device.**

Advice and Help on the use of NPT Services/Internet:

- (16) **Policy and Advice for Members in relation to Internet Usage:** this is included as Annex 1, to this document. This is a particularly important document to read through and observe.
- (17) **IT Training** is available for all Members. Please contact Democratic Services for details on 01639 763300 (x3300) e-mail democratic.services@npt.gov.uk
- (18) **Member Help lines** are shown on the front of this document. Members may also e-mail the helpdesk on member.help@npt.gov.uk (this address is already in the contact list on your PC).
- (19) **Problems/Technical Enquiries** - Any Member who is not satisfied with the service received or is experiencing problems which are not being addressed should contact the IT Officers below:

Stephen John, Head of ICT

01639 686218 (x6218) e-mail: s.john@npt.gov.uk

Ian John, ICT Business Relations Manager

01639 686036 (x 6036) e-mail: i.f.john@npt.gov.uk

- (20) **Other Assistance** - If a Member wishes to discuss the provision of Members IT generally, they may contact:

Rhys George, Electoral and Democratic Services Manager
Tel No. 01639 7633719 (x3719) e-mail: r.j.george@npt.gov.uk

**Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-Nedd
Port Talbot**

**Policy and Advice to Members
in Relation to Internet Usage**

December 2015

Purpose of this Document

This document updates and replaces the earlier versions of the Internet Security Policy. Its purpose is to assist in making legitimate use of the Internet in the course of County Borough Council business as effective as possible, and to define acceptable and unacceptable uses of the Internet by Members.

Like any resource, use of the Internet should be limited to legitimate purposes and is governed by rules of conduct similar to those applicable to the use of other resources. Whilst proper use of the Internet is to be encouraged, there are serious legal risks, both to the Authority and to individuals, arising from misuse or the unintended consequences of actions taken.

Connection

Connection to the Internet via broadband at home will be by way of contract between the Member and supplier. If required, the IT Division will assist Members in connecting to the Council's network. Internet access is also available in the Members' Rooms at Civic Centres.

Acceptable Uses

Uses that are acceptable and encouraged are:

- ✓ Communications and information exchanges directly relating to the aims and business of the Authority.
- ✓ Use for research, analysis, advisory, professional or development activities related to official duties.

Personal Use

Personal Internet use on a Council PC at home is permitted, subject to the provisions below, and those specified under "unacceptable uses". However, the Council's network should not be accessed or used from home, for any personal use - this equally applies to Members with their own PC's at home.

It is important to note that Members are responsible for the use (or misuse) of the Internet from the Council's PC or laptop or using the Authority's Internet connection from Members' own machines.

Members using a Council PC in Council Offices can, subject to the "unacceptable uses" provisions below, make personal use of the Internet, including access to personal e-mail.

However, Members should not use the Council e-mail address nor conduct commercial business or activity for personal gain whenever on the Council's network. The Council's e-mail address should not be used by any Members for personal purposes - a personal e-mail address should be set up for this purpose.

Unacceptable Use of the Council's Equipment/Network

Uses that are unacceptable involve the access, use, submission, publication, display, downloading or transmission of any information which:

- ✘ Violates any of the Authority's regulations, policies or procedures.
- ✘ Violates or infringes on the rights of any other person, including the right to privacy.
- ✘ Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- ✘ Restricts or inhibits other users from using the system or the efficiency of the Authority's computer systems.
- ✘ Results in the unauthorised editing of the Authority's web pages.
- ✘ Encourages the use of controlled substances or uses the system for purposes with criminal intent.
- ✘ Uses the system for any other illegal purpose.

- ✘ Solicit the performance of any activity that is prohibited by law.
- ✘ Conduct any unapproved business
- ✘ Transmit material, information, or software in violation of any law.
- ✘ Make any unauthorised purchases or commitments in the name of the Authority.

All Internet users on the Council's Network should bear in mind that a continuous and complete record of all Internet activity, including email, is maintained in respect of all users when connected to the Internet via the Council's Data Network. The same legal considerations apply to Internet misuse as to the misuse of other Council facilities. Internal Audit will, from time to time, undertake monitoring and investigation of such activities. The I.T. Division will also undertake investigations when requested to do so.

Copyright

Users may download copyright material for legitimate business purposes. However, the use of such material must be strictly in compliance with the author's copyright conditions or current copyright law.

All software downloads when using Council equipment must be authorised by the I.T Division and must comply with corporate IT policies and standards. Any applicable licence conditions must be complied with.

Internet Usage Consent

All users of the Internet and/or corporate email must be aware that all activity on the Council's Data Network is the property of the Authority and that, therefore, no such activity can be considered private.

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