

# **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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