

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Democratic Services Committee.**

1 February 2018

### **Report of the Head of Corporate Strategy and Democratic Services - K. Jones**

#### **Matter for Decision**

**Wards Affected:** All Wards

#### **Members' IT Reference Group**

##### **Purpose of the Report**

1. To consult and agree with the Democratic Services Committee the future role for the Member IT Reference Group.

##### **Background**

2. In 2014 the Democratic Services Committee resolved to set up a Members IT Reference Group.
3. The main purpose of the Group was to provide an opportunity for Members to consider the extent to which ICT equipment, support and training met Members' needs. It was also set up to shape the use of the new committee document management system (Modern.Gov).

4. For reference, Members agreed a new Members ICT Scheme in March 2017 which aims to respond to the Welsh Government's requirement for local authorities and Councillors to embrace e-government.
5. Following on from the May 2017 local elections and the establishment of the new Council, members of the committee have expressed support for reconvening the Members IT Reference Group and in that regard the specific terms of reference previously approved by the Committee have been attached for discussion.
6. It is hoped that the Members IT Reference Group will offer a forum to discuss and potentially trial new types of equipment and software as they become available, and, further assist Members in carrying out their duties and responsibilities.

### **Financial Impact**

7. There are no financial implications associated with the continuation of the Group should that be supported by the Committee. However, any proposals to change future ICT arrangements would need to be costed and developed with planned budgets in mind.

### **Equality Impact Assessment**

8. There are no equality impacts associated with the continuation of the Group, however, Members are asked to note that ICT facilities can play an important role in assisting Members who may need reasonable adjustments to be made, particularly in relation to certain disabilities.

### **Workforce Impacts**

9. The continuation of the Group can be supported within the existing workload of the Democratic Services and ICT teams, however, workforce implications of changing future Member ICT arrangements will need to be considered by the Group.

### **Legal Impacts**

10. The work outlined in this report can be progressed under provisions contained within the Local Government (Wales) Measure 2011.

## **Risk Management**

11. There are no risk management issues associated with this report.

## **Consultation**

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

## **Recommendations**

13. That Members of the Democratic Services Committee consider:
  - a.) Whether the existing terms of reference remain appropriate.
  - b.) To nominate a member of the committee to chair the group.
  - c.) To nominate members to participate in the group.

## **Reasons for Proposed Decision**

14. To ensure Members are able to consider the adequacy of ICT facilities made available to them in their role as councillors and to put forward suggestions for consideration

## **Implementation of Decision**

15. The decision is proposed for implementation after the three day call in period.

## **Appendices**

16. Appendix 1 - Terms of Reference for Member ICT Group

## **List of Background Papers**

Members ICT Scheme - March 2017

<https://democracy.npt.gov.uk/ieListDocuments.aspx?CId=159&MId=7082&Ver=4>

## **Officer Contacts**

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