NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

7th March 2019

Report of the ICT Service Manager

Matter for Information

Members IT Reference Group

Purpose of the Report

To provide a position statement on the Members IT Reference Group.

Background

The group has met on two occasions to date, meetings have been well attended with a positive input from all parties.

The Terms of Reference, see Appendix 1, have been noted

A meeting schedule which aligns with the Democratic Services Committee has been agreed and a "forward work programme", see appendix 2, established.

Matters discussed and actions agreed

- "Mod Gov" is well liked and the ongoing developments welcomed.

- The current level of ICT support is considered fit for purpose.

- The current choice of equipment, Laptop, Desktop and or IPAD is questioned and preference is for a single portable device which meets the service need. The IPAD is considered to be the

appropriate device but this will be reviewed by the group as new technologies are tested.

- Training needs will be identified to reflect any change to the Members Service provision.

- Inability to print from the IPAD at home or in the Civic centres is seen as an issue.

  Dave Giles agreed to investigate and report back on available options.

- Council developments in the areas of Office 365 and Unified Communications are seen as positive developments and a good fit for the Members. The meeting of the 20th June will provide an overview and demonstration of these technologies.

Financial Impact

There are no financial impacts associated with meetings of the I.T. Reference Group. Any development work arising from the Group will need to be considered against the budget allocated for Member support

Integrated Impact Assessment

There are no impacts associated with this report.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

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

Risk Management

There are no significant risks associated with this report.

Consultation

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

Recommendations

For information only.

Reasons for Proposed Decision

Not applicable.

Implementation of Decision

Not applicable.

Appendices

Appendix 1 – Terms of Reference

Appendix 2 – Forward Work Program

List of Background Papers

None

Officer Contact

Mr Dave Giles

ICT Service Manager

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Members IT Reference Group - Terms of Reference.

Purpose:

- To provide a structured and focussed opportunity for Members to consider the extent to which the ICT equipment, support and training meets Members' needs.

- To provide a structured mechanism to shape the use of the Committee Administration System Modern.Gov to best suit Members' needs.

Support Arrangements:

- Support will be provided by the Dave Giles plus one additional IT Officer and Charlotte Davies from the Democratic Services Team.

Reporting Arrangements:

- The Group will report to the Democratic Services Committee.
- The focus, membership and objectives of the Group will be reviewed in 12 months (September 2019.)

THIS IS NOT A DECISION MAKING GROUP

Members IT Reference Group - Forward Work Programme 2018/19

Date of Meeting	Agenda Items
21st February 2019	Issues and challenges of Member Devices "Mod Gov" - update on Scrutiny and Cabinet
20th June 2019	New developments – Unified Communications (incl Skype) Roll out of office 365
26 September 2019	Security around printing Sim Cards - (4g for iPads)
6 February 2020	To be determined