NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee

14th November 2019

Report of the Chair of Members IT Reference Group

Matter for Information

Wards Affected: All Wards

Members IT Reference Group Update Report

Purpose of the Report:

To provide the Members of the Democratic Services Committee with an update on the work of the Members IT reference Group.

Executive Summary:

Following a decision from the Democratic Services Committee, the Members IT Reference Group was re-established and held their first meeting on 13 December 2018. This meeting enabled the group to future plan the focus for the group and to plan their forward work programme for the forthcoming year.

The Group have met on four occasions between December 2018 and October 2019 following the decision to meet quarterly. During these meetings, the members have discussed the issues and challenges they have been facing when using devices such as iPad's, laptops and mobile phones. They have also received updates on the current

usage of the Modern Gov system and have been monitoring the progress of this.

The main focus of the Group has been exploring the new Skype for business and Office 365 applications.
Before the wider rollout to all members the group will be used as a pilot to troubleshoot any common issues and ensure a smooth rollout process.

Members of the group have also been tasked with researching the 'Caseworker.gov' application following various requests from elected members of the Council.
A demonstration of Caseworker.gov has been arranged to allow the Members of the IT Reference Group to agree a way forward and will inform the Democratic Services Committee accordingly.

Background:

The Members IT Reference Group was re-established following a decision from the Democratic Services Committee on 1st February 2018. It had previously been established in order to assist in the rollout of the Modern.Gov committee administration system and to allow a piloting of the application before rollout to the full membership.

The Democratic Services Committee re- established the group, tasking them with being the pilot group to review the ICT facilities and applications available to, or to be made available in the future to Members.

The Terms of Reference of the Group require progress updates to be made to the Democratic Services Committee.

An Annual Report of the Members IT Reference Group will be prepared at the end of each calendar year and presented to Democratic Services Committee.

Financial Impacts:

No implications

Integrated Impact Assessment:

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

Valleys Communities Impacts:
No implications

Workforce Impacts:
No implications

Legal Impacts:
No implications

Risk Management Impacts:
No Impacts

Consultation:

There is no requirement for external consultation on this item

Recommendations:
That members note the update on the Work of the Members IT Reference Group

Reasons for Proposed Decision:
To provide Members with an update on the work that the Members IT Reference Group.

Appendix:
Terms of Reference of the Members IT Reference Group

List of Background Papers:
Not applicable

Officer Contact:
Charlotte Davies
Democratic Services Officer
01639 763745
c.l.davies2@npt.gov.uk