



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Democratic Services Committee 25th January 2021

Report of the Director of Finance and Corporate Services

Matter for information

Wards Affected: All

Members - ICT Environment

Purpose of the Report:

- To provide an update on the status of the ICT environment available to Members in support of their duties.

Executive Summary:

- The ICT Environment consists of a desktop device, Connectivity, Application base, Office Software and a Unified Communications (UC) product. The UC product is the medium for participation in remote meetings.
- Issues were identified with the ability to easily participate in meetings whilst also referencing electronic documents. Where identified as an issue multiple devices, screens have been enabled. In a limited number of instances instance the use of a headset proved inappropriate and a USB Speaker/Microphone was supplied

- Microsoft Office 365 (O365) is the productivity software of choice and following on from a successful pilot with the Members IT Reference Group, the product is being installed for all members. The majority of installations have been completed with all installs scheduled to be complete by the third week of January 2021. Microsoft Teams which is the UC tool has been provisioned to all members;
- No specific issues have been identified with members wireless network connectivity but further work will be undertaken in January and February to confirm. Some members do suffer from limited broadband offerings and ISP vendors have been asked to identify potential solutions.
- Laptops have been updated to the latest Windows version and configured to provide a secure and seamless connection to the council network.
- No specific Training requirements have been identified.

Background:

- The ICT environment is key in supporting Members and is subject to regular review which falls under the auspices of the Members IT Reference Group
- The principal device for members is the Apple IPAD which provides the richest experience for ModGov which underpins the council's committee governance and meeting solution
- The IT Reference Group piloted the use of O365 and recommended the deployment across the member estate. O365 provides a flexible functional access to the Office suite and can be installed on the IPAD.

- The need for members to be able to participate in remote meetings required the Microsoft Teams UC product to be installed prior to the full rollout of O365 suite.
- A survey of the ICT environment was commissioned to identify any issues which would impair ability of member to fulfil their democratic duties. A layered approach has been adopted which includes desk checks of the environment health checks on the equipment and calls to Members to check on potential issues. The survey will continue as an operational task carried out by Members Support

Financial Impacts:

There are no significant financial impacts. Any incremental change to the provided equipment will be funded from the existing budgets

Integrated Impact Assessment:

Report is for information only.

Valleys Communities Impacts:

There are no implications.

Workforce Impacts:

There are no implications.

Legal Impacts:

There are no implications.

Risk Management Impacts:

There are no significant impacts.

Consultation:

There is no requirement for external consultation on this item

Recommendations:

That the Committee notes the update on the ICT Environment

Reasons for Proposed Decision:

To provide an update for Members on the ICT Environment

Appendices:

- None

List of Background Papers:

- None

Contact

Officer Contact:

Mrs H Jenkins, Director of Finance and Corporate Services

Tel: [01639 763284](tel:01639763284) e-mail: h.jenkins@npt.gov.uk

Mr D Giles, ICT Service Manager

Tel: 01639 686258 e-mail: d.b.giles@npt.gov.uk

Mr S Blewett , Systems Manager

Tel: 01639 686206 e-mail s.blewett@npt.gov.uk

