

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

9th September 2021

Report of the Head of Legal and Democratic Services - C.Griffiths

Matter for Decision

Wards Affected:

All Wards

MEMBERS' ICT REFERENCE GROUP

Purpose of Report

To Review the Authority's Members' ICT Reference Group.

Background

The Members ICT Group was established by the Democratic Services Committee to provide a structured and focussed opportunity for Members to be included in the continual service improvement of Members ICT. That includes the consideration and scoping of which ICT equipment, support arrangements and training will meet Members' changing demands.

The Members ICT Group will be instrumental in trialling, planning and testing several new service improvements over the remainder of the civic year such as Zoom and Hybrid Meetings as well as offering invaluable insight to the ICT and Democratic Services Teams in the planning of the ICT elements of the Member Induction Programme 2022.

The terms of reference for the Group has been amended for Member's approval (see Appendix 1 attached) and the Committee are asked to endorse its reestablishment for the purposes outlined above.

All political groups were asked to nominate Members to participate and their views are reflected in the amended Terms of Reference

Financial Impact

There are no financial impacts associated with meetings of the 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 is no requirement for an integrated impact assessment for 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.

Recommendation

It is recommended that

- (a) the Terms of Reference for the Members ICT Reference Group be approved; and
- (b) the Membership of the IT Reference Group be confirmed and that a date be arranged for the first meeting.

Reason for Decision

To amend the Terms of Reference of the Members' IT Reference Group

Implementation of Decision

That the decision is proposed for implementation after the three-day call in period.

Appendices

Appendix 1 – Terms of Reference

List of Background Papers

Local Government Measure Wales 2011 -

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Officer Contacts

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Members IT Reference Group
Terms of Reference.

Members

Cllr J D Morgan (Chair)
Cllr M Protheroe
Cllr S.Pursey
Cllr R.L.Taylor
Cllr A.J.Taylor
Plaid Group Member
Independent Group Member

Purpose:

- To provide a structured and focussed opportunity for Members to be included in the continual service improvement of Members ICT. That includes the consideration and scoping of which ICT equipment, support arrangements and training will meet Members' changing demands.
- 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 appropriate members of Digital Services 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 2022.)

THIS IS NOT A DECISION MAKING GROUP

