



PR.54 14/15

**Policy and Resources
Committee**

Date 19 February 2015

**Subject: Provision of Information & Communication Technology (ICT)
to Members**

Report by:

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Purpose / Summary:

The purpose of this report is to seek approval to increase Member allowances for purchase of IT Kit and contribution towards the cost of broadband connection.

RECOMMENDATION(S):

It is recommended that Members of the Policy & Resources Committee approve:-

- i) An increase from £400 to £500 for Members to purchase their own device to a guideline specification provided by IT services;
- ii) A £5 increase per calendar month as reimbursement towards the cost of broadband connection.

IMPLICATIONS

Legal: None directly arising from this report

Financial : None directly arising from this report
Budget provision is available for the issue / refresh of kit and the increase in contribution towards the cost of a broadband connection.

Staffing : None directly arising from this report

Equality and Diversity including Human Rights : None directly arising from this report

Risk Assessment : None directly arising from this report

Climate Related Risks and Opportunities : No additional risks and opportunities arising from this report

Title and Location of any Background Papers used in the preparation of this report:
Provision of Information & Communication Technology (ICT) to Members and Paperless Working – Policy and Resources Committee – 28 July 2011

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

Background and Current Situation

- 1.1 The Council is committed to all Members having the appropriate equipment and support to enable them to become 'paperless' from the beginning of September 2011, with a view to the whole Committee Administration service supporting this single approach from January 2012.
- 1.2 At the start of their term in office and/or following whole council elections, each Member will be provided an allowance, if required, of up to £400 for the self-provision of computing equipment to a guideline specification provided by IT services which they will use to access via the members Extranet agendas, minutes and reports at home, and in their respective committees and council. This allowance will be for the 4 year term.
- 1.3 Members may wish to spend more than this amount on the device(s) of their choosing, but will be reimbursed only to the stated amount on production of proof of purchase.
- 1.4 Maintenance and support of the computing equipment will be the responsibility of the member, and funded within the £400 allowance. No support will be provided from WL ICT department.
- 1.5 Annually, Members will also be provided an allowance of £30 towards protective security software, e.g. anti-virus, which must be kept up to date
- 1.6 The existing allowance of £15 per calendar month will be maintained for the reimbursement of broadband in Members homes.
- 1.7 Members will make their own arrangements for the provision of software, but should purchase devices with based on the minimum specification provided
- 1.8 All committee meetings will be called using an email account of the member's choice. Reports etc for the meeting will be available online at the same time. Members are encouraged to use their West Lindsey email account for all council use.
- 1.9 WLDC will provide login details to the Members Extranet in order to provide access to enhanced information.

2.0 Scenarios

- 2.1 It is therefore envisaged that there will be 3 likely scenarios for Members with regards to ICT: -

Scenario 1: Member already has their own laptop machine, so continues to use this device to receive emailed papers at home and brings it into the Guildhall for use in Committee.

Scenario 2: Member has been provided with a laptop through alternative means, e.g. Lincolnshire County Council, so uses this device to receive emailed papers at home and brings into the Guildhall for use in Committee.

Scenario 3: Member has no current ICT whatsoever, so is provided with £400 + £30 for security software to purchase their own device to a guideline specification provided by IT services to receive papers at home and for use in Committee. In addition, up to £15 per calendar month will be reimbursed toward the cost of a broadband connection at home.

3.0 2015/16 Financial Year

- 3.1 All 36 Members (plus two Independent Members) will be entitled to claim up to a maximum of £500 (inclusive of VAT) to purchase their own device to a guideline specification provided by IT services. Budget provision is in place for the issue / refresh of kit, however, not all Members will want to take up this option in year 1 of their 4 year term of office.
- 3.2 An annual allowance of up to £30 for security software, where required, may be claimed.
- 3.3 Due to line rental price increases by broadband providers since 2011 an increase from £15 to £20 per calendar month as reimbursement towards the cost of a broadband connection at home is recommended.

4.0 Recommendations

- 4.1 It is recommended that Members of the Policy & Resources Committee approve:-
 - i) An increase from £400 to £500 to purchase their own device to a guideline specification provided by IT services;
 - ii) A £5 increase per calendar month as reimbursement towards the cost of broadband connection.

5.0 Assumptions

- Elected Member can receive a broadband connection at home.
- Any loss, theft or damage to equipment will be the responsibility of the Member.
- Information protection and storage will be the responsibility of the Member.
- By taking part in this scheme it is implicit that Councillors have consented to receive all committee papers electronically.