



CAI.06 11/12
Special Challenge and Improvement Committee
3 August 2011

**Subject: Provision of Information and Communication Technology (ICT) to Members and Paperless Working.**

Report by:	Adrian McCormick Deputy Chief Executive & Director of Resources
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Purpose / Summary:	The purpose of this report is to update Members on the progress made towards enabling Elected Members to work paper-less from September 1 2011 and the proposed recommendations from the Policy and Resources Committee of 28 July 2011.

<b>RECOMMENDATION(S):</b>	<ol style="list-style-type: none"> <li>1. That Members support the recommendations outlined in Section 2 of the Policy and Resources Committee report at Appendix A.</li> <li>2. That progress be monitored in terms of the implementation of paperless working and cost savings achieved.</li> </ol>
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## IMPLICATIONS

**Legal:** None directly arising from this report

**Financial:** As set out in Appendix A

**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:** As set out in Appendix A

### Background Papers:

The following background papers were used in the preparation of this report. If none were used then please state.

Title:	Location of Background Papers:
None	

### Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

### Key Decision:

Yes

No

## **1. Introduction**

- 1.1 A report was submitted to the Policy and Resources Committee on 28 July 2011 on the Provision of Information and Communication Technology (ICT) to Members and Paperless Working.
- 1.2 The outcome from the Policy and Resources Committee was not available at the time of writing this report. The Director of Resources will update the meeting of the Challenge and Improvement Committee with the Policy and Resources Committee minutes.
- 1.3 The recommendations contained within the Policy and Resources Committee report were:
  - It is recommended that Members of the Policy & Resources Committee approve the additional option outlined in this report and that this be communicated to all Members and appropriate Officers immediately following any approval.
  - The Challenge & Improvement (C&I) Committee has also been reviewing the position regarding ICT for Members and progress toward going paperless. They have requested that this report and the decision be presented to them at their meeting on 3 August with an update on progress.

## **2. Recommendation**

- 2.1 That the recommendations in the minutes from the Policy and Resources Committee of 28 July 2011 be supported.
- 2.2 That progress with the implementation of the provision of ICT to Members and paperless working be monitored and further reports be brought to future meetings of the Challenge and Improvement Committee along with updates of any cost savings achieved.



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Policy and Resources  
Committee.

28 July 2011

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**Subject: Provision of Information & Communication Technology (ICT) to Members and Paperless Working.**

Report by:

Adrian McCormick  
Deputy Chief Executive & Director of Resources

Contact Officer:

Matthew Clarke  
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Purpose / Summary:

The purpose of this report is to update Members on the progress made towards enabling Elected Members to work paper-less from September 1 2011 and the proposed recommendations to Policy and Resources Committee.

**RECOMMENDATION(S):**

- 1. That Members NOTE the contents of this report.**
- 2. That Members APPROVE the recommendations at Section 2 of this report which outlines a new option for the provision of Information and Communication Technology and support to Council Members.**

## **IMPLICATIONS**

**Legal: None directly arising from this report**

**Financial: None directly arising from this report**

A capital investment of £18,000 has already be provided following approval received from the Organisation & Resources Committee in April 2011 to support the provision of Information Technology equipment for Members.

Ongoing revenue costs can be contained within existing IT consumable budget for Members.

**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: None directly arising from this report**

The introduction of information electronically will result in reduced paper and ink consumption by the Authority in the provision of Member communications. This will be in some way offset by the power consumption of electronically powered equipment and the impact of petro-chemical used manufacturing use in the production of computing equipment.

**Background Papers:**

The following background papers were used in the preparation of this report. If none were used then please state.

<b>Title:</b>	<b>Location of Background Papers:</b>
'Communication' - Organisation & Resources report from April 2011	Committee Admin. System

**1. Introduction**

- 1.1 There are numerous costs associated with the manual provision of information to Members, supporting the provision of printed agendas, reports and minutes which are circulated manually. Also taking into account the paper, ink and postage required there is an efficiency opportunity of over £70,000 per annum through the more effective use of ICT for Members.
- 1.2 Following work carried out by the Members Forum regarding Information and Communications Technology (ICT) provision for Members, a report was presented to the Organisation & Resources (O&R) Committee in April this year.
- 1.3 The purpose of the report was to introduce options for Members regarding a new ICT infrastructure to improve WLDC Member access to information electronically and enable paperless working.
- 1.4 Acknowledging that Members ICT requirements are diverse, six options were presented as part of the report with the aim of aligning with Members individual preferences. These options ranged from

Members using their own existing IT equipment, using their own email accounts to access WLDC information, to receiving a complete package of equipment and support from the WLDC ICT service.

- 1.5 It was intended for all Members to have chosen an option following the elections in May as part of the 'induction' process. However; to date there have been 21 Members who have formally signed up to one of the six options.
- 1.6 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.

## **2.0 The Proposed Additional Option for Members**

- 2.1 Following a number of Officer/Member discussions and communications on this subject, a further option has been produced, which it is hoped will encourage and support further Member take up. This option is outlined in the following paragraphs below:
- 2.2 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 £350 for the self-provision of computing equipment to a guideline specification provided by IT services which they will use to access agendas, minutes and reports at home, and in their respective committees and council. This allowance will be for the 4 year term.
- 2.3 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.
- 2.4 Maintenance and support of the computing equipment will be the responsibility of the member, and funded within the £350 allowance.
- 2.5 Annually, Members will also be provided an allowance of £30 towards protective security software, e.g. anti-virus.
- 2.6 The existing allowance of £15 per calendar month will be maintained for the reimbursement of broadband in Members homes.
- 2.7 Members will make their own arrangements for the provision of software, but will be provided access to Microsoft Office software through a corporate network login at WLDC.
- 2.8 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.

- 2.9 WLDC will implement a remote access portal to provide member access to corporate systems, e.g. SharePoint and Intranet, in order to provide access to enhanced information.
- 2.10 Each Member requesting remote access will be provided with a two-factor token, as used by all council officers.
- 2.11 ICT support will be provided between the hours of 7am and 7pm through a single ICT helpdesk number of 01427 675165
- 2.12 Each Member will be provided personal training at a location of their choosing if required.

### **3.0 Summary**

- 3.1 It is therefore envisaged that there will be 3 likely scenarios for Members with regards to ICT if this proposed additional option is supported by the Policy & Resources Committee: -

**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 £350 + £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.

### **4.0 Financial Implications**

- 4.1 **Capital** - Providing all 37 Members with £350 comes to a total capital spend of up to £12,950. Not all members will want to take up this option so the actual spend may be less. Up to this capital amount may be required every 4 years to support whole council elections.
- 4.2 A capital investment of £18,000 has already been provided following approval received from the Organisation & Resources Committee in April 2011 to support the provision of Information Technology



equipment for Members. Therefore, additional funding is not being required or being recommended as part of this report.

- 4.3 **Revenue** - Providing up to 37 Members where required with £30 for anti-virus software comes to a total of £1,110 which is required annually.

## 5.0 Recommendation

- 5.1 It is recommended that Members of the Policy & Resources Committee approve the additional option outlined in this report and that this be communicated to all Members and appropriate Officers immediately following any approval.

- 5.2 The Challenge & Improvement (C&I) Committee has also been reviewing the position regarding ICT for Members and progress toward going paperless. They have requested that this report and the decision be presented to them at their meeting on 3 August with an update on progress.

## 6.0 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.