

Appendix 1

Requirements expressed by 13 WLDC Councillors in two workshops 29/08 & 06/09/18		
Why they need a computer	1	Email for communicating (“be connected”, and “be contactable”)
	2	Find documents, generally for WLDC meetings, also to help with constituent queries
	3	Read documents before the meetings
	4	Make notes on documents, ideally “write on the screen” (but could also type a note)
	5	Have meetings placed in their calendars
	6	They may want to write and save (file) documents
	7	They want documents stored permanently and readily accessible electronically
	8	To access documents without carrying around (heavy) bundles of paper
A small number also want	9	To do research on the Internet e.g. best practice among Councils in the U.K
	10	To produce posters and mailings to a “professional standard”
	11	To support photography on behalf of WLDC, a high-resolution camera
	12	“A split screen” capability
What they want in a computer	13	Ease of use
	14	Complete solution (device, software, training, support)
	15	Lightweight and portable
	16	Long battery life
	17	Touchscreen very welcome, in addition to keyboard and mouse
	18	Training to make good use of the computer
	19	Trouble-free updates
Among those present, there appeared to be general consensus on the following approach:		
	20	WLDC to provide a standard device & software which met their needs
	21	Would like to use Modern.Gov if it is set up to meet their needs i.e. ease-of-use
There are a few apparently conflicting requirements to be reconciled		
	22	Those with poor eyesight want a big screen vs lightweight , portable device
	23	Personal preferences expressed for Apple iPad vs Microsoft Surface
	24	Big screen, powerful, versatile, physical keyboard of laptop vs tablet (can be powerful and versatile) but with smaller screen and physical keyboard is extra.
	25	Some want to produce professional-looking posters/ mailing, or photography for WLDC, etc. i.e. do more tasks vs meet basic needs of most councillors
	26	Some working for two councils would like to use only a single computer
Based on comments made in the two workshops, the following may also be considered:		
	27	Modern.Gov (plus email) to meet majority of needs to view meetings calendars, read agendas and documents for meetings, write comments on documents, planning; plus other useful information and features.
	28	The device & software (Modern.Gov, email, word processing, anti-virus, etc.) to be set-up from day one to meet the needs and be easy to use, efficient, safe, secure.
	29	Insert meeting appointments in Councillors diaries
	30	Document filing & retrieval to be made easy i.e. by Modern.Gov
	31	A suitable protective case for the device which also makes it easy to carry
Basic Training in using the computer and the software		
	32	Computer: e.g login, change password, change session timeout, etc.
	33	Software: Modern.Gov, email, Internet, Word processor, etc.
‘Snappy’ Awareness Training to inform Councillors to adopt the new way of working		
	34	Cloud-systems/services (Modern.Gov, Office365), accessible anywhere, anytime, securely, all documents in one place and permanently available.
	35	Data Protection: Complying with GDPR, FOI, etc.
	36	Information Security: Take care with passwords, attachments, web sites.
	37	Best Practice: Where to find examples of best practice within Councils
	38	Self-help: Learn from each other, through helpful tips and suggestions
Based on general industry trends, the following may also be considered:		
	39	Skype/equivalent for video/audio conferencing when can’t attend in person
	40	Option of voice recognition alongside use of keyboard and mouse