

CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 15 October 2021

Title: Member ICT Provision post elections 2022.

Purpose of report: To propose future ICT equipment and support

Introduction

This report only describes the proposed ICT equipment and support provided by the ICT Service.

Current Arrangements

Members' are currently provided without charge an iPad or Laptop with e-mail and Microsoft office productivity software as follows:

Option 1 – Laptop Computer and Printer

The Council will provide

- Windows 10 Laptop computer with Microsoft Office software (Email, Word, Excel, Power Point)
- Access to Corporate Document Systems (Agendas, Minutes and Reports)
- All information on the laptop will be encrypted as a safeguard against loss or unauthorised access.
- Carry case for the Laptop
- Multi-Functional Printer (Printer, Scanner, Copier & Fax) with WIFI connection.
- Only Corporate approved software programs will be installed on the Laptop.

Option 2 – Apple iPad Computer and Printer

The Council will provide

- New iPad with Wi-Fi and 3G data connection (dependant on mobile provider signal coverage).
- Flip Cover, two Mains Power Supplies and protective case
- Optional choice of External Keyboard or Keyboard Integrated with Case.
- iPad will be preloaded with additional software programs
 - Keynote (Presentations)
 - Notes (Word Processor)
 - Numbers (Spread sheet)

- Members will be allowed to purchase additional software from the Apple AppStore (via their own personal account).
- Multi-Functional Printer (Printer, Scanner, Copier & Fax) with WIFI connection.
- Access to Corporate Document Systems (Agenda's, Minutes and Reports)

Option 3 – NO ICT Service

The Member wishes to receive NO ICT equipment and service.

Please Note – Members not receiving the ICT service will not be able to receive Council Emails and Documents via their own personal email service. Members that are currently not receiving the ICT service are able to access remote meetings by telephone, however they are not be able to view documents shared on screen. It is also noted that Section 43, Chapter 4 of the Local Government and Elections (Wales) Act 2021 requires that from May 2022, a principal council must publish an electronic address of each member of the council.

Additionally, in the meeting of the County Council on 25/10/2012 it was resolved that members be given the option to purchase an additional item of equipment (i.e. Take both Option 1 and Option 2). provided that the second piece of equipment is paid for by the requesting Member.

Proposed ICT Solution for 2022

The council propose to provide councillors with the same provision as council staff both to reduce support costs with nonstandard equipment and because this is proven to meet modern office and home working requirements. It is proposed that the current solution is replaced with the single option below.

1. A Windows Laptop with the same specification as for council staff.
2. Software configuration specifically for councillors with no direct access to internal corporate systems other than councillor or democratic systems required for their role.
3. A 24" screen with internal docking capability or separate docking station. Allowing the laptop to be connected with a single cable.
4. A keyboard, mouse and headset
5. Carry cases require personal choice to meet the users needs and preferences. Members should source their own to meet their personal needs. However, a basic laptop case will be provided on request.
6. Ceredigion email address and Office E3 365 account.
7. Use of Microsoft 365 Office applications in line with Microsoft licencing agreement. Including the ability to install Office application on up to 5 personal devices.
8. Provision of a printing and scanning facility in each of the Members' Rooms.
9. Access to Wi-Fi in all council offices.

10. Access to email and Office files from personal devices and mobile phones
11. Appropriate training and briefing on data protection and use of any issued devices.
12. ICT support from corporate ICT service desks and remote support via telephone and remote access during service desk hours.
13. Only agreed software to be installed as with council staff
14. Printers will not be provided as we seek to support electronic working and environmentally friendly practices.
15. Agreement to council acceptable use policy and Councillor data security policy

Refresh considerations for continuing Members

All members will be requested to return existing equipment and will be issued with new.

Non-returning Members

Where Members are not returning. Return of any issued equipment will need to be dropped off at Penmorfa or Canolfan Rheidol service desks. This equipment will be either refurbished and re-issued or disposed of in-line with our usual corporate refresh arrangements.

The return of any personal files or documents from personal devices that can be retained will require the completion of the Personal / Confidential Data Encryption Agreement (see additional attachment).

Recommendations

As this is a consultative report confirmation is sought that the proposed solution and terms reflect the current and future needs of Members.

Arwyn Morris
Corporate Lead Officer: Customer Contact

27th September 2021