Survey – Member ICT Requirements

The aim of this survey is to identify the ICT Requirement of Members in terms of technology and digital capabilities.
 Please complete all sections below in order that we can identify any training needs and technology requirements.
The responses to the questions will be reported to the Democratic Services Committee for consideration as to the ICT Requirements of Members.

Information, data and media

Questions	Yes / No	Training required Yes / No
I know how to access documents on the Councils website such as the Constitution and Local Development Plan		
I know how to access the Meeting Calendar and Reports on the Council's website		
I know how to access CLIC on the Council's website		
I know how to access the e-learning programmes available to Members		
I know how to use Zoom and Teams to attend meetings and to complete questionnaires		
I know how to transfer the Office 365 software to up to 5 other devices		
I know how to access the Modern.gov app and select the meetings of interest		
I know how to annotate and bookmark documents on the Modern.gov app		
I understand how data should be used and stored in terms of GDPR		
I use social media, and I understand the requirement in relation to GDPR		

ICT Technology

All Councillors have been issued with a laptop and 2 screens which enables councillors to view the remote meeting, camera and papers simultaneously. In addition, Members have been issued with Office 365 Software which can be used with up to 5 separate pieces of equipment including phones, ipads and other devices, and the Modern.gov app has replaced the need to print paper copies of agendas and reports.

Please list any additional technology that you require, explaining the purpose for which you require the item and why it cannot be met from the current set-up:

Item	Purpose of the device and reason why it cannot be met from the current set-up