

Title of Report:	Members ICT Protocol 2015
Report to be considered by:	Governance and Audit Committee on 27 April 2015 Council on 19 May 2015
Forward Plan Ref:	C2984

Purpose of Report: To seek approval for an updated Members ICT protocol.

Recommended Action: To approve the attached Members ICT Protocol 2015.

Reason for decision to be taken: The WBC ICT facilities to be provided for Members after the 2015 elections have changed so the protocol for using this equipment has been updated to reflect these changes.

Other options considered:

Key background documentation: West Berkshire Council ICT Policy and ICT User Usage Agreement

Published Works:

The proposals contained in this report will help to achieve the following Council Strategy priority(ies):

CSP1 – Caring for and protecting the vulnerable
 CSP2 – Promoting a vibrant district
 CSP3 – Improving education
 CSP4 – Protecting the environment

The proposals will also help achieve the following Council Strategy principle(s):

CSP5 - Putting people first
 CSP6 - Living within our means
 CSP7 - Empowering people and communities
 CSP8 - Doing what's important well

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:

Portfolio Member Details	
Name & Telephone No.:	Councillor Roger Croft - Tel 07765 224249
E-mail Address:	rcroft@westberks.gov.uk
Date Portfolio Member agreed report:	25 March 2015

Contact Officer Details	
Name:	Kevin Griffin
Job Title:	Head of ICT & Corporate Support
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Implications

Policy:	The protocol referred to in this report is included in the Council's Constitution and the requirements of the Code of Conduct , Appendix D to Part 13 (Codes and Protocols) will apply to the protocol.
Financial:	None
Personnel:	None
Legal/Procurement:	None
Property:	None
Risk Management:	None
Corporate Board's Recommendation:	To provide a more detailed explanation in the covering report (this paper) regarding the aims of the new Members ICT.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at http://intranet/EqIA			<input type="checkbox"/>
Not relevant to equality			<input type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 A new Members ICT solution has been devised and piloted over 6-months with 12 Council Members.
- 1.2 This system will, following the May 2015 elections, replace the ageing laptop-based solution that the Members have used since May 2007.
- 1.3 The new Members ICT solution uses tablet computer running Microsoft Windows 8.1 and Office 365.
- 1.4 Members' use of their ICT equipment to access WBC's information and systems is governed by a Members ICT Protocol, which is included as an appendix to the Council's constitution. As the Members ICT solution has changed it has been necessary to reflect these changes in an updated protocol which is attached as Appendix A to this report.

2. Proposals

- 2.1 It is proposed that the updated Members ICT protocol (attached at Appendix A) be approved and included in the Council's constitution and that the requirements of the Code of Conduct, Appendix D to Part 13 (Codes and Protocols) will apply.

3. Equalities Impact Assessment Outcomes

- 3.1 Any Member with a disability requiring changes or adaptations to the setup of their tablet computer, or associated software or systems, may request these via the WBC ICT Help Desk.

4. Conclusion

- 4.1 The revision of this protocol mainly concerns the updating of descriptions and information to reflect the changes from a Microsoft Windows XP based laptop solution to a Microsoft Windows 8.1 based tablet solution.

5. Recommendation

- 5.1 That the updated Members ICT Protocol (Attached at Appendix A) be approved.

Executive Report

1. Introduction

- 1.1 West Berkshire Council Members have had Council provided ICT equipment since 2003 which were introduced as part of the Implementing Electronic Government (IEG) initiative. These ICT systems were refreshed and updated in 2007, but Councillors chose not to update after the 2011 elections to avoid unnecessary costs.
- 1.2 The Council conducts much of its business by electronic means, so Members require appropriate modern IT tools to engage effectively with this business. The Members ICT facilities provided are designed to;
- facilitate Members' communication with their peers, Council Officers and with their constituents.
 - provide access to information and data pertinent to their role as a Councillor
 - reduce the dependency on paper-based information for conducting Council meetings
 - be compliant with the Data Protection and Information Security requirements that the Council is bound by, in particular compliance with the Public Service Network (PSN) requirements set by Government.

2. New Members ICT System Overview

- 2.1 The new Members ICT solution replaces the previous laptops with lightweight tablet computer running Microsoft Windows 8.1 (These are described in the Members ICT Protocol attached at Appendix A).
- 2.2 The new system has been piloted with 12 Members and 5 officers as shown in the tables below.

User (Members)	Role
Cllr. Keith Chopping (Conservative)	Executive Member
Cllr. Hilary Cole (Conservative)	Executive Member
Cllr. Roger Croft (Conservative)	Deputy Leader, Portfolio holder for ICT & CS
Cllr. Marcus Franks (Conservative)	Executive Member
Cllr. Alan Law (Conservative)	Executive Member
Cllr. Gordon Lundie (Conservative)	Leader of the Council
Cllr Roger Hunneman (Lib Dem)	Liberal Democrat Deputy Leader
Cllr Graham Jones (Conservative)	Vice Chairman of the Council
Cllr Mollie Lock (Lib Dem)	Shadow Executive Member
Cllr. Royce Longton (Lib Dem)	Shadow Executive Member
Cllr Alan Macro (Lib Dem)	Shadow portfolio holder for ICT
Cllr Graham Pask (Conservative)	Executive Member

User (Officers)	Role
John Ashworth	Corporate Director Environment
Nick Carter	Chief Executive
Gillian Durrant	Lib Dem Group Executive
Robin Steel	Conservative Group Executive
Rachael Wardell	Corporate Director Communities

2.3 The pilot started in October 2014 and is continuing. At the Members ICT project Board meeting of 3rd March 2015 it was agreed that this solution was suitable for rollout to all 52 of West Berkshire Council's Members, following the 2015 elections.

3. Changes Made to this Protocol

3.1 The members ICT Protocol was first drafted and agreed in 2006 and has been revised several times and the current iteration is Version 7. Changes made in the latest update are listed below;

- All descriptions and diagrams of ICT equipment updated to reflect new systems
- Section on members allowances removed
- Statements referring to using non-WBC equipment to access WBC information removed, as this access is now disallowed under Government PSN rules
- Paragraph added to Security Requirements section explaining that WBC systems and data should only be accessed from WBC supplied equipment
- ICT Support section updated to include ICT Help Desk opening hours
- List of Contacts updated (Also renamed to Useful Contacts)

4. Conclusions

4.1 New Members ICT facilities have been designed that will address many of the issues and complaints associated with the ageing systems they replace.

4.2 These new facilities have been piloted with a cross-section of WBC council Members over a 6-month period and mostly have been well received by those pilot users.

4.3 The protocol, previously approved, has been updated to reflect the changes made to the ICT solution provided to Members.

5. Recommendations

5.1 That the updated Members ICT Protocol be approved

Appendices

Appendix A - Members ICT Protocol 2015

Consultees

Local Stakeholders: All WBC Council Members, Strategic Support Members Support staff, ICT support staff

Officers Consulted: Andy Best, Mike Dufield, Moira Fraser and Corporate Board

Trade Union: *