

The Vale of Glamorgan Council

Cabinet Meeting: 24 April, 2017

Report of the Leader

Elected Members' ICT Guide

Purpose of the Report

1. To seek Cabinet approval of a Guide for Elected Members in terms of their use of ICT equipment.

Recommendation

1. That the draft Elected Members' ICT Guide, attached at [Appendix A](#) to the report, be approved.

Reason for the Recommendation

1. To provide clarity and consistency for Elected Members in terms of their use of ICT equipment and compliance with related Data Protection requirements.

Background

2. Cabinet, on 9th January, 2017, considered and approved a report setting out the approach to be taken in terms of Member ICT for new, and returning, Members following the Council election in May 2017.

Relevant Issues and Options

3. Since the above report, officers have undertaken a review of guidance for Elected Members covering their use of ICT equipment. The draft Guide, attached as [Appendix A](#) to the report, reflects the approach which it is considered should be adopted. The Guide includes reference to the type of equipment to be made available to Members, the officer support in terms of ICT provision and, importantly, guidelines designed to ensure appropriate use of equipment (covering areas such as Data Protection).
4. Members' ICT equipment is an element of the Council's Digital Strategy. The intention is that the historic largely "paper based" system for Committee papers will become an electronic one. In addition to savings in terms of paper, other consumables and postage, staff time would also be saved in terms of seeking to achieve a considerable reduction in the amount of printing undertaken.

5. In addition to the Cabinet report referred to in paragraph 2 above, the Democratic Services Committee has been fully involved in the build up to the provision of appropriate ICT equipment for Members in order to assist them in their various roles.
6. It is important to note that there will be a requirement on the part of Members to ensure separation between the use of Council-provided ICT equipment and any information stored thereon and any personal equipment they may be using.
7. As part of the initial Member induction programme immediately following the May 2017 election. Members will be provided with an initial introduction to the use of the equipment, followed in turn by a further session in May (either on an individual or small group basis) dealing with aspects such as access / storage of / annotation of committee papers

Resource Implications (Financial and Employment)

8. Current printing volumes in terms of papers for meetings remain high. As such, and as part of the Council's commitment to a Digital Strategy, the expectation will be that all Members and officers access Council, Committee and Cabinet papers electronically, rather than by means of hard copies. Increased electronic distribution of information will result in financial savings in terms of printing and postal costs, which in turn will help to offset the costs of hardware, as well as effecting savings in staff time.

Sustainability and Climate Change Implications

9. The move to a tablet solution for Members will reduce the Council's use of paper.

Legal Implications (to Include Human Rights Implications)

10. There are no legal implications that arise as a result of this report. Electronic distribution of papers for meetings can be accommodated within existing legislative requirements, subject to Members' preferences regarding the preferred means of receipt being clearly recorded.

Crime and Disorder Implications

11. There are no direct implications as a result of this report.

Equal Opportunities Implications (to include Welsh Language issues)

12. There are no direct implications as a result of this report.

Corporate/Service Objectives

13. The overall Member Development Programme takes account of the Values and Objectives contained in the Council's 2016-20 Corporate Plan.

Policy Framework and Budget

14. This is a matter for Executive decision by Cabinet.

Consultation (including Ward Member Consultation)

15. As this issue relates to all Members no Ward Member consultation has taken place.

Relevant Scrutiny Committee

16. Corporate Performance and Resources.

Background Papers

Reports to Cabinet: 14th March, 2016 and 9th January, 2017

Reports to Democratic Services Committee: 26th July and 19th October, 2016

Contact Officer

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Officers Consulted

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Responsible Officer:

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