

Name of Cabinet Member:
Cabinet Member Strategic Finance and Resources – Cllr Gannon

9 September 2013

Director Approving Submission of the report:
Executive Director, Resources

Ward(s) affected:
None

Title:
Updating of Policy for ICT Equipment for Elected Members

Is this a key decision?
No

Executive Summary:

The purpose of this report is to provide an updated policy for Information Communications Technology (ICT) equipment that the Council provides to Members.

Recommendations:

The Cabinet Member is recommended to:

1. Approve Option 1, the revised Policy for ICT Equipment for Elected Members at Appendix 1.
2. Approve delegation of authority for future revisions of policy to Officers in consultation with the Cabinet Member for Finance and Resources

List of Appendices included:

Appendix 1: Policy for ICT Equipment for Elected Members (August 2013)

Other useful background papers:

Has it been or will it be considered by Scrutiny?
No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?
No

Will this report go to Council?
No

**Report title:
Updating of Policy for ICT Equipment for Elected Members**

1. Context

- 1.1 In February 2012, Cabinet Members approved the updated policy on Provision of ICT Equipment for Elected Members. This policy was based on recommendations from Scrutiny Board 1 which suggested that members be offered a wider range of ICT equipment.
- 1.2 As was agreed in February with Cabinet Members, ICT officers have rolled out refreshed, encrypted laptops to all members. The refresh reduced the number of PCs within the Council estate by replacing the current equipment with more portable lightweight laptops which removed the need for Members to have a device in both their home and office locations. When this revised policy was agreed, any member who had been given a laptop was able to exchange it for an alternative device, if they wished to do so.
- 1.3 This report sets out options for adding the role of Deputy Cabinet member to the list of members who are entitled to additional ICT resources. It also amends the existing policy to allow all members to have a smartphone.

2. Options considered and recommended proposal

2.1 Option 1 – giving all members a choice of either laptop and Smartphone or tablet and standard mobile phone.

2.2 This option builds upon the aims set out in February 2012 by Cabinet Members, to ensure maximum flexibility to meet each individual member's ICT needs, so that they can carry out their duties effectively. The options for potential packages of equipment available to any member are set out in Appendix 1.

2.3 In addition, Members with specific roles or responsibilities may have a tablet, as well as a laptop and smartphone. These roles are shown below:

- Cabinet and Deputy Cabinet Members
- Leader and Deputy Leader
- Leader and Deputy Leader of the Opposition
- Chair of SCRUCO and Scrutiny Boards
- Chairs of Audit, Planning and Licensing Committees.

2.4 Provision has been made for requests which fall outside this policy to be submitted to the Executive Director of Resources for consideration, and approval will be required annually. This option gives significant flexibility whilst keeping value for money in mind.

2.5 Option 2 – continue with current Member ICT Policy with the addition of the Deputy Cabinet Member Role.

2.6 This would allow Deputy Cabinet members to have access to a tablet and a smartphone as well as a laptop. However, this would make other members reliant upon using their laptop to access Council email and will limit their flexibility when working at Ward Forums etc.

2.7 Recommended proposal: Option 1 is the recommended option.

3. Results of consultation undertaken

3.1 Previous reports and proposals have been circulated to members and taken to Scrutiny Board 1 in February 2012. This report continues to take into account member feedback about wanting to have options to choose from in terms of what ICT equipment they have, to meet their individual needs.

4. Timetable for implementing this decision

- 4.1 The new policy will be implemented as soon as the decision is deemed to have been taken and can be implemented (i.e. when the call-in period/process has been completed).

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

- 5.2 There is no financial implication of replacing existing Blackberrys with smartphones as the current Blackberrys are due for upgrade and the cost of the new handsets will be covered by our mobile phone contract. The monthly rental for a smartphone is the same as a Blackberry.

The additional tablet devices will have an associated cost of £250 per device plus £20 per month for line rental.

5.5 Legal implications

- 5.6 There are no legal implications associated with this report.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

This flexible policy of ICT provision programme will improve the way Members are supported, and help them perform their roles more effectively. Effective member support is an objective within the Council's Corporate Plan for 2011-14. A local performance indicator has also been set, which measures the percentage of members satisfied with overall member support.

6.2 How is risk being managed?

All members are asked to sign for ICT equipment, declaring that they will return the equipment when they cease their role as a councillor. They are also given a copy of the Standard for Acceptable Use of ICT Facilities for Members. This is kept on file.

6.3 What is the impact on the organisation?

The ICT equipment will need to be maintained and supported through the Council's ICT service.

6.4 Equalities / EIA

The revised policy allows a greater provision and flexibility to meet all Members' needs to enable them to work on the move.

6.5 Implications for (or impact on) the environment

The facility to have a lighter laptop will mean that Members will not require more than one laptop for use at both Council offices and home as the new device is more easily ported from one location to another.

6.6 Implications for partner organisations?

None

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Enquiries should be directed to the above people.

Contributor/ approver	Title	Directorate or organisation	Date doc sent out	Date response received or approved
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Su Symonds	Governance Services Officer	Resources	21/08/13	21/08/13
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Chris West	Executive Director	Resources	13/08/13	
Councillor Gannon	Cabinet Member	Strategic Finance and Resources	14/08/13	19/08/13

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www.coventry.gov.uk/meetings

Appendix 1.

Provision of ICT equipment for elected members – updated August 2013

It is vital that members are provided with the appropriate ICT equipment to allow them to carry out their duties effectively and efficiently and support them by giving them access to email, internet and other facilities. This note sets out the ICT equipment that will be made available to elected members.

Over the past few years there has been an immense change in technology, and whilst providing desktop and laptop PCs will still provide effective tools, it may not be a suitable solution for all Members. It is therefore more appropriate to offer a range of devices allowing Members to pick the tool they feel most comfortable using.

For any members who have specific requirements due to a disability, ICT would discuss this with the Member to determine what solution would best support them. This could include the provision of specialist equipment or software e.g. speech recognition software, screen reader or magnification software to support a member with visual impairment.

All Members

Laptop

All Members will be given access to a laptop at their desk in the Council House. This will be connected to the Council's ICT network and will give access to all of the Council's ICT facilities including email, Intranet and Internet. The laptop will also have access to the Council's wireless network in the Council House and Committee rooms.

If required a member can also request a docking station setup (monitor, keyboard and mouse), personal printer and broadband at their home address. This will enable them to use their laptop both in Council offices and at home.

In addition all members will be offered a smartphone, which will allow access to email and the internet.

If it is not appropriate for a Member to have a laptop due to a disability or other reasons, then an alternative solution would be offered in its place. Such a request would need to be sanctioned by the Member Services Manager.

Alternative Device Options

Tablet Device

If required a member can exchange their smartphone for a tablet type device, which will be set up to enable them to access and respond to their Council email, read documents (Word, PDF, Excel and PowerPoint) plus access the Internet and Council papers via the Mod.Gov app which will be preinstalled.

In addition to the Tablet device they would also be offered a standard Council Mobile Phone.

Member roles with additional ICT support

Members in specific roles have the option to have a Council Smartphone and/or a laptop and/or a Tablet device. If requested they can have all three devices or any combination of the three. The list of those eligible for additional ICT Support is in Appendix A.

In exceptional circumstances, if a Member requests ICT equipment outside of this policy, a request should be made via Member Services to the Director of Customer and Workforce Services. Such provision will be reviewed each year.

All ICT equipment for members is insured anywhere in the UK, whether at home, in the office or in transit, subject to a £100 excess payment. Laptops and other equipment are covered if reasonable precautions have been taken, but are not covered if left unattended off-site (e.g. in cars, hotel rooms, public places etc).

Council-related phone calls can be claimed back up to £122.30 per quarter, for any mobile phone, smartphone or land line, in line with the current policy for member expenses. Line rental costs up to £30.15 can only be claimed back on land line charges. Council mobile phones should be used for Council-related calls. Members with a Council mobile phone will be expected to pay for any occasional personal calls every month. If a Council mobile phone account (together with any other claims made) exceeds the claim limit for a quarter, the member will be asked to pay for the excess.

Summary of Options

All Members

Option	Laptop	Tablet Device	Standard Mobile Phone	Smartphone
Standard Laptop	X			X
Tablet		X	X	
Smartphone				X

Members Roles with Additional ICT Support

Option	Laptop	Tablet Device	Smartphone
Standard Laptop	X		X
Tablet	X	X	X
Smartphone			X

Members with additional ICT support can choose which devices they would like from the above list.

Appendix A

Members eligible for additional ICT Support

- Cabinet and Deputy Cabinet Members
- Leader and Deputy Leader
- Leader and Deputy Leader of the Opposition
- Chair of SCRUCO and Scrutiny Boards
- Chairs of Audit, Planning and Licensing Committees