

Pwyllgor Gwasanaethau Democrataidd

26AIN Tachwedd 2021

DARPARIAETH TGCH I'R AELODAU

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

I wneud sylw ar ddarpariaeth offer TG yn dilyn etholiadau 2022

Y Rhesymau:

Darparu gwasanaeth TGCh effeithiol, cynaliadwy, effeithlon a cost-effeithiol i'r Aelodau yn dilyn yr etholiadau Llywodraeth Leol yn Mai 2022.

Ymgynghorwyd â'r pwyllgor craffu perthnasol **AMHERTHNASOL**

Angen i'r Cabinet wneud penderfyniad

NAC OES

Angen i'r Cyngor wneud penderfyniad

NAC OES

YR AELOD O'R CABINET SY'N GYFRIFOL AM Y PORTFFOLIO:- Cyng Mair Stephens

Y Gyfarwyddiaeth:

Enw Pennaeth y Gwasanaeth

Noelwyn Daniel

Awdur yr adroddiad:-

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EXECUTIVE SUMMARY

MEMBERS ICT PROVISION

BRIEF SUMMARY OF PURPOSE OF REPORT.

1. Background.

- 1.1 The provision of Member ICT facilities plays an essential part in enabling Councillors and Statutory Co-opted Members to undertake their roles. Modern digital equipment and systems ensure they work effectively and securely.
- 1.2 Elected Members in election are provided with a laptop and a iPad device to allow them to undertake their duties and also either an authority provided broadband line (members post 2017) or a Communications Allowance of £20 as a contribution to the cost of their own broadband. Co-opted members are provided with an iPad and a corporate email address to allow them a business email and access to electronic committee paperwork. Elected and co-opted members also have access to printing facilities at Council owned buildings.
- 1.3 The use of these technologies has brought a number of advantages including improved communication with local residents and the Council, and the ability to access and process information that is necessary for Members to effectively undertake their role as democratically elected representatives.
- 1.4 The Authority has recently introduced Bring Your Own Device (BYOD) for private mobile device and this was made available to all County Council Councillors and Co-opted members along with staff. BYOD allows members to access work data securely from a personal mobile device (Apple or Android). This data is accessed from a variety of Microsoft Apps, which can be downloaded from your App Store, these include Outlook, OneDrive, Sharepoint, Office (Word, Excel and PowerPoint) and Teams. All BYOD users have also been automatically enrolled in an additional security feature called **Multi-Factor Authentication (MFA)**. This means that IT Services have added an extra verification step to make sure that 'you are who you say you are' and a reminder of this provision was recently provided to members and co-optees.
- 1.5 ICT Services will investigate allowing members to access CCC resources (email and calendar) from approved partner devices such as other LA's and central government laptops and smartphones, with the understanding that they meet or exceed our IT Security requirements. Each request will be considered and checks will be made by the Digital Security Officer.



1.6 Whilst some other Local Authorities have provided a set sum for members to purchase their own IT kit, there are some security and support issues associated with this decision. It is important to note that any Council provided device must be bound by rigid security settings, which will limit their use. This is not a negotiable point as the Authority is bound by the Government Security PSN (Public Services Network) compliance requirements, therefore going forward it is proposed to continue with the existing provision of providing-

- 1 a laptop, plus
- 2 an iPad to access electronic paperwork with a data sim card to allow remote usage
- 3 BYOD facility for mobile devices

The Authority also proposes to:-

- 4 Introduce Soft phones (A softphone is a piece of software that allows users to make telephone calls over the internet via a computer or smartphone. It has all the features of a desk phone and typically expands the range of services you can access on a desk phone. Most importantly, a softphone allows you to take your work phone with you wherever you go. It can be installed on a laptop, tablet or smartphone)
- 5 To remove the Authority provided broadband line (very few of these remain) and move all members to a communication allowance from the May 2022 elections.

The Committee is also asked to consider if the £20 communication allowance is sufficient as a contribution towards their Council related business costs for broadband and telephone usage.

DETAILED REPORT ATTACHED ?	No
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Noelwyn Daniel**

Head of ICT & Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	YES	YES	NONE	NONE	NONE

1. Legal

The Independent Remuneration Panel for Wales has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.

2. Finance

Laptops and iPads are provided through centralised funds from ICT Services as part of the replacement program. There is no cost for a softphone licence.

The current Communication Allowance is within existing budgets, any proposal to increase the £20 allowance would need to be met from within current budgets.

4. ICT

With Members sourcing their own broadband, ICT members of staff would no longer visit the homes of Councillors. All ICT support would be provided to Members at Council offices. ICT would offer support and advice to Members on sourcing their own broadband.

Members will receive a one to one session with ICT staff on how to make the best use of technology and the device they have chosen to use to carry out their duties.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Noelwyn Daniel

Head of ICT & Policy

1. Scrutiny Committee

Not Applicable

2. Local Member(s)

Not Applicable

3. Community / Town Council

Not Applicable

4. Relevant Partners

Not Applicable

5. Staff Side Representatives and other Organisations

Not Applicable

Title of Document	File Ref No.	Locations that the papers are available for public inspection
IRPW ANNUAL REPORT – FEBRUARY 2021		https://gov.wales/sites/default/files/publications/2021-02/Independent%20Remuneration%20Panel%20for%20Wales%20-%20Annual%20Report%202021.pdf