

REDDITCH BOROUGH COUNCIL

Members ICT Policy

Date: June 9th 2020

Relevant Portfolio Holder	Cllr Mike Rouse
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole – Head of Transformation, OD & Digital Services
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Members are asked to consider the Member ICT Policy that covers their ability to access electronic information. The proposed policy offers three options for the type of equipment available to provide this access, each has its own financial implications.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that

- 1) the proposed Member ICT Bring Your Own Device Policy be agreed and implemented; and

to RESOLVE that

- 2) the proposed Member ICT Policy be agreed and implemented for all Members and that the options within it be made available to Members.

3. KEY ISSUES

Equipment Options and Financial Implications

3.1 Option One

The Council will provide Members with a choice of a standard Laptop or a lighter, portable, touch screen MS Surface Pro device.

The cost for providing a standard Laptop would be £400. The cost of providing an MS Surface Pro device would be £680.

- 3.2 There are some options for additional equipment which can enhance the usability of these devices. In particular, docking stations which allow the device to be used like a desktop computer where an additional larger screen can be attached. These range in cost from £200 to £250 each.

Should all Members choose to have a standard Laptop the cost would be £11,600. If all Members chose to have an MS Surface Pro the cost would be £19,720. The docking station and monitor is in addition to this.

3.3 Option Two

The option of Bring Your Own Device has no additional financial implications as this option, and the associated licenses for Members, are already available. There would be some potential savings if Councillors decided to use their own equipment, as the Council would not incur any costs to provide hardware.

Legal Implications

3.4 None.

Service / Operational Implications

3.5 The Member ICT Policy offers Members options to use different types of equipment to access electronic information. The majority of Members currently use Council provided iPads to do this. Whilst this has been sufficient for some Members, others have found it restrictive, particularly in recent times when remote working and video conferencing have become vital to the ongoing delivery of both Council services and decision making during the COVID-19 pandemic.

3.6 The attached Member ICT Policy outlines two options for Members to select from, depending on their individual ICT equipment needs. These options are:-

Option One

3.7 The council will provide either a standard Laptop or a lighter, more portable, touch screen, MS Surface Pro device. Both are based on Windows 10 and will provide access to all the advanced features of Skype for Business and Microsoft Office as well as providing better visibility for Modern.Gov and other applications used by Members, including the use of MS Teams and Office 365 in the future.

Option Two

3.8 That Members provide their own device and the council provides technically secure Blackberry Software to enable Councillors to access corporate email, corporate calendars and any necessary documents stored on the Councils network. The software would be installed on the Councillors own Android or Apple device which would not be owned by the council. The Blackberry Software will be replaced with Microsoft Office 365 at the earliest opportunity during 2020 and this will extend the list of devices that can be used beyond mobile phones to most privately owned laptops and tablets.

Customer / Equalities and Diversity Implications

3.9 None.

4. RISK MANAGEMENT

4.1 None.

5. APPENDICES

None

6. BACKGROUND PAPERS

None

7. KEY

None

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