

## **Executive Committee**

**Date: July 2021**

Relevant Portfolio Holder	Cllr Mike Rouse
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole – Head of Transformation, OD & Digital Services
Report Author	Job Title: ICT Transformation Manager Contact email: m.hanwell@redditchbc.gov.uk Contact Tel: 01527 881248
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	An effective & sustainable Council
Key Decision / Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

### **1 RECOMMENDATIONS**

The Executive Committee is asked to RECOMMEND

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

### **2 BACKGROUND**

- 2.1 The existing members ICT Policy is over 12 months old and requires updating to encompass the following :-
- 2.1.1 Two main options for device choice.
  - 2.1.2 Removal of reference to Blackberry Software for BYOD option.
  - 2.1.3 Added 2 year retention on policy for emails and the Teams chat facility.
  - 2.1.4 Reference to Microsoft Office 365 and Microsoft Teams instead of Skype.
  - 2.1.5 Added Asset Insurance provided by the council.

### **3. FINANCIAL IMPLICATIONS**

#### **Equipment Options**

#### **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 is approximately £450. The cost of providing an MS Surface Pro device would be £680.

There are some options for additional equipment which can enhance the usability of these devices. In particular, docking stations which allow the device

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to be used like a desktop computer where an additional larger screen can be attached. These range in cost from £200 to £250 each.

### **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 ongoing savings if Councillors decided to use their own equipment, as the Council would not incur any costs to provide hardware.

## **4 LEGAL IMPLICATIONS**

4.1 None.

## **5 STRATEGIC PURPOSES - IMPLICATIONS**

An effective & sustainable Council

5.1 The ICT equipment proposed within the policy will allow Members to access corporate information to assist in supporting this, and other, strategic purposes.

### **Climate Change Implications**

5.2 Using the ICT equipment proposed within the policy will enable less travel through the use of online meetings.

5.3 Any ICT equipment issued by Redditch Borough Council will be sent for recycling at the end of its useful lifespan using an approved ISO-IEC27001, WEEE specialist or to a relevant charity once cleared down by the ICT department.

## **6. OTHER IMPLICATIONS**

### **Equalities and Diversity Implications**

6.1 None.

### **Operational Implications**

6.2 The Members ICT Policy includes the removal of Blackberry Software and now includes the use of Microsoft Office 365 and Teams.

## **7. RISK MANAGEMENT**

7.1 Insurance for equipment provided by the council, is provided by the Authority but Members are asked to ensure they store the device securely and take any appropriate measures to protect the device whilst in use. Insurance claims made will incur a £100 excess charge to the Democratic Services department

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**8. APPENDICES and BACKGROUND PAPERS**

8.1 None.

**9. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder		
Lead Director / Head of Service		
Financial Services		
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		