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Review of Councillors' Technology Task and Finish Group

Tuesday, 26th June, 2018 at 4.00 pm
Wallis Room, Parkside, Chart Way, Horsham

Councillors: Paul Clarke (Chairman)

John Blackall
Peter Burgess
David Coldwell
Leonard Crosbie

Mike Morgan
Godfrey Newman
Kate Rowbottom
Jim Sanson

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 4
To receive the notes of the meeting held 1 st May 2018	
3. Declarations of Members' Interests	
4. Announcements	
5. To consider the data collected from the results of the Technology Questionnaire	
6. Next steps and date of next meeting	

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Review of Councillors' Technology Task and Finish Group 1 MAY 2018

Present: Councillors: John Blackall, Peter Burgess, Paul Clarke, David Coldwell (ex-Officio), Leonard Crosbie (ex-Officio), Mike Morgan, Godfrey Newman and Jim Sanson

Apologies: Councillors: Kate Rowbottom

1 CONFIRMATION OF CHAIRMAN

Councillor Paul Clarke was appointed as Chairman of the Task and Finish Group.

2 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

3 ANNOUNCEMENTS

There were no announcements.

4 TO AGREE TERMS OF REFERENCE FOR THE REVIEW

The following terms of reference were approved by the Group:

1. Identify the needs of Councillors from technology, for example reading papers, writing letters and emails, maintaining diaries, taking notes, analysing figures, and match these to technology solutions
2. To note any risks with the current technology system and how to reduce or eliminate them i.e. keeping constituents' personal data, in accordance with the new General Data Protection Regulations
3. To recommend to the Overview and Scrutiny the technology needs of Councillors allowing them to carry out their duties for the next Council term (May 2019 to May 2023) to enable them to work efficiently

5 TO SCOPE THE REVIEW

The Task and Finish Group discussed some of the common problems when using their technology to carry out council business. Coupled with this were the changes to data protection rules.

Members agreed that the first step of the review would be to identify from all Councillors what equipment they are using, what they use it for and the tools they need to enable them to carry out their council duties efficiently.

This information would be gathered using a questionnaire which would be issued to all Councillors with the following questions, as agreed by the Group:

1. What equipment do you use for Council business? i.e. I-Pad, other tablet, laptop, home PC etc.
2. What do you use the equipment for? Please list – i.e. Word, Excel spreadsheets, Google Earth, Google Maps, Outlook email, Modern.Gov
3. How successful is it? i.e. what can't you do? Please provide examples
4. Do you use any additional programmes, if so please provide details? i.e. applications, software
5. How do you store data? i.e. addresses, email attachments etc.

The Group agreed that the second phase of the review would concentrate on data storing and the new rules which were being introduced as part of the General Data Protection Regulations.

The final version of the questionnaire would be sent to the Group for approval before being issued to all Councillors. They would be given two weeks to respond. The information received in the responses would be collated and analysed by the Chairman and the officers and at the next meeting the Group would consider the results.

6 **DATE OF NEXT MEETING AND TO AGREE A TIME SCALE FOR THE REVIEW**

It was agreed by the Group that the review should be completed within six months.

The next meeting would be held on Tuesday 26th June 2018 at 4.00pm and at this meeting Member's would consider the feedback to the Councillor questionnaire on the use of IT.

The meeting closed at 4.57 pm having commenced at 4.00 pm

CHAIRMAN