

COUNCILLOR QUESTIONNAIRE ON THE USE OF TECHNOLOGY

As part of a Scrutiny review of Councillor Technology it has been agreed that we should ask Members about your information and communication technology (ICT) use and needs. The information collected will help the Scrutiny and Overview Task and Finish Group and the Council in considering future provision.

Thinking about how you use ICT now and needs for the near future, **please take a few minutes to complete this questionnaire to help us determine the best way forward.**

Please submit your response by 9:00AM ON TUESDAY 29TH MAY 2018.

Results of the survey will then be presented to the Scrutiny Task and Finish Group.

Please return this by email to Daniela Smith or you may return a hard copy to the tray allocated in the Member's Room.

Many thanks, the Review of Technology Task and Finish Group.

You may tick more than one box if applicable

| | | Smart Phone | I-Pad | Laptop | Home PC | Other |
|---|--|-------------|-------|--------|---------|-------|
| 1 | What equipment do you use for Council business? | | | | | |
| 2 | What do you use the equipment for? | | | | | |
| | a. Phone / text | | | | | |
| | b. Social Media (e.g. Twitter, facebook) | | | | | |
| | c. Email (composing and reading) | | | | | |
| | d. Opening email attachments | | | | | |
| | e. Word (creating documents) | | | | | |
| | f. Reading documents (meeting papers etc.) | | | | | |
| | g. Excel or other spreadsheets | | | | | |
| | h. Modern.Gov | | | | | |
| | i. Web Browsing | | | | | |

| | | | | | | |
|---|---|--|--|--|--|--|
| | j. Digital Maps | | | | | |
| | k. Printing | | | | | |
| 3 | a. Where do you save documents? b. Where do you save emails? | | | | | |
| 4 | How successful is your technology? i.e. what <u>can't</u> you do? Please provide examples (use additional paper if necessary) | | | | | |
| 5 | Do you use any additional programmes, if so please provide details? E.g. Apps or other software | | | | | |
| 6 | Ideally, if unrestricted, what would you like to assist you? | | | | | |
| 7 | Would you be prepared to use your own devices, if you had improved access to applications on line? | | | | | |
| 8 | Is there an area you would like more training on? | | | | | |

So that we don't send you an unnecessary reminder, please insert your name below (all responses will be treated anonymously but adding your name here will help us analyse the results).

Name

May 2018