

Review of Councillors' Technology Task and Finish Group
26 JUNE 2018

Present: Councillors: John Blackall, Paul Clarke (Chairman), David Coldwell (ex-Officio), Mike Morgan, Godfrey Newman, Kate Rowbottom and Jim Sanson

Apologies: Councillors: Peter Burgess and Leonard Crosbie
Absent: Councillors:

Also Present:

7 **MINUTES**

The notes of the meeting held on 1st May 2018 were received.

8 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

9 **ANNOUNCEMENTS**

There were no announcements.

10 **TO CONSIDER THE DATA COLLECTED FROM THE RESULTS OF THE TECHNOLOGY QUESTIONNAIRE**

Since the last meeting of the task and finish group, questionnaires on the use of technology had been issued to all Councillors and 29 out of 44 had been returned. The results had been collated and analysed by the officer along with the Chairman and a summary was sent to the Group ahead of the meeting.

The main highlights from the results were:

- 83% of Councillors were using their Council issued iPads for emails and reading documents etc.
- 76% were also using a home PC or laptop
- Common concerns included the inability to access Word on the iPads and the need for further training on the use of iPads.

The officer also looked at neighbouring Councils as a comparative exercise.

The officer concluded, from the results, the following points:

- Councillors required a portable device to access emails, ModernGov, read and annotate Council papers and agendas

- They needed to be able to access, edit and create new documents and edit more complex documents
- To be able to save documents, compliant with the General Data Protection Regulations (GDPR)
- Members needed access to a WiFi printer
- Further training was also required

The officer proposed the following solution, that the Council would continue to provide a newer version of the iPad to all Councillors but would also enable Councillors to use their own personal devices, should they choose by enabling them to access HDC data in a secure way. The HDC issued iPads would include Office 365, which would enable all Councillors to access emails and 'One Drive' where all data would be stored in a secure cloud.

If Members opted to use their own devices, Councillors would be able to log on to a corporate 'container' which would allow them to access HDC emails and files from either a mobile phone or personal device. This would store HDC data separate to personal data and could be wiped in the event of an emergency.

Other options considered helpful for the Members included a Bluetooth keypad, a stylus/pencil and a lightning digital AV adaptor – so that larger screens could be connected.

With the proposed solution Members would be able to access the corporate container from home devices provided that they were using software no older than Windows 10. Members suggested a minimum specification should be set to ensure that home PCs were compatible for HDC use.

A cost comparison exercise was also used and iPads proved to be the most cost effective solution for the requirements specified.

Councillors would need to identify their training needs and then relevant training would be provided by the officers. Members were keen for an on going training programme to be put in place.

A FAQ or Help app or icon was also suggested for the iPads.

A suggestion was made that if a Councillor wished to 'upgrade' their HDC issued iPad to a larger device, mainly for ease of use, whether an arrangement could be put in place so that those individuals could contribute to the associated costs of upgrading and then at the point when the Councillor leaves HDC, the device is wiped and the equipment could be retained by the individual. The general consensus was that the Bring Your Own Device option together with container technology would be simpler to administer, as the device would belong to the Member in its entirety and the Council data could be cleared off, leaving personal data untouched.

Overall the Group agreed that the proposal put forward by the officer was a suitable solution and based on the feedback from the questionnaires this met the needs identified by the Councillors.

The Group suggested that the printer in the Members' Room be replaced with a wireless printer so that it was more compatible with the iPads. It also needed to be colour and able to print double sided.

Members asked whether Councillors could have the opportunity to buy back their old equipment, this option would be explored.

The Group would conclude its review by October in order for the results to be considered for the new Council intake in May 2019.

A draft report would be prepared by the Chairman. The officer would continue to explore the solution proposed and associated costs would also be included in the report.

The Group would meet again to discuss the final report.

11 **NEXT STEPS AND DATE OF NEXT MEETING**

The next meeting would be held on Tuesday 7th August 2018 at 4.00pm, to discuss the draft report.

The meeting closed at 5.12 pm having commenced at 4.00 pm

CHAIRMAN