

A **SPECIAL** meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 6 MAY 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 8)

To approve as a correct record the Minutes of the meeting held on 3rd April 2014.

**C Bulman
388234**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, non disclosable pecuniary or non-pecuniary interests in relation to any Agenda item. Please see Notes 1 and 2 below.

3. THE FUTURE OF MEMBERS' IT - CALL IN (Pages 9 - 26)

To consider the decision made by the Cabinet on 10th April 2014 on The Future of Members' IT, which has been called-in by the Panel, as described in the report by the Head of Legal and Democratic Services.

**Dr A Roberts
388015**

Dated this 25 day of April 2014



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*

- (ii) a person with whom you are living as husband and wife; or
- (iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Other Interests

(4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*

(5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mrs Claire Bulman, Democratic Services Officer, Tel No: 01480 388234 / email: Claire.Bulman@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website –
www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports
or would like a large text version or an audio version
please contact the Democratic Services Manager and
we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) held in CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Thursday, 3 April 2014.

PRESENT: Councillor T V Rogers – Chairman.

Councillors G J Bull, E R Butler, S Greenall, R Harrison, P G Mitchell and M F Shellens.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P L E Bucknell, S Cawley, K J Churchill and A H Williams.

IN ATTENDANCE: Executive Councillors J D Ablewhite (item 101), B S Chapman (items 101 and 102) and J A Gray (items 103 and 104)

Councillors Mrs B E Boddington and J W Davies.

98. MR TOM CALCOTT

The Chairman reported on the recent death of Mr Tom Calcott who had been employed as a caretaker by the Council. Having expressed their appreciation of the work Mr Calcott had undertaken during his employment with the Authority and their condolences to his family, the Panel observed a Minute's silence as a mark of respect.

99. MINUTES

The Minutes of the meeting of the Panel held on 6th March 2014 were approved as a correct record and signed by the Chairman.

100. MEMBERS' INTERESTS

No declarations were received.

101. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel considered and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book). Members were informed that the Cabinet at its meeting on 10th April 2014 would consider the Corporate Plan.

In response to an interest expressed by Councillor P G Mitchell in the forthcoming 'Cambridgeshire Long-Term Transport Strategy', Members were informed that the Environmental Well-Being Panel would discuss this in due course, at which time Councillor Mitchell would be welcome to attend.

102. MEMBERS IT

(Councillor B S Chapman, Executive Councillor for Customer Services, was in attendance for this item).

The Panel received a presentation from the IMD Service Manager on proposed changes to IT provision for elected Members. As part of the presentation, the Panel was advised of current issues surrounding Members IT and that the Council intended to cease providing them with IT equipment and to promote alternative ways of working. Details of the benefits to elected Members, the risks associated with the proposal and the next steps pending approval by the Cabinet were provided. A demonstration then took place of the use of an iPad to access and annotate committee papers.

The Executive Councillor for Customer Services informed Members that withdrawing Council funded equipment would achieve savings in the region of £50k and that there would be further savings through a reduction in printing of paper reports. He explained that the Wi-Fi capabilities within Pathfinder House had been substantially improved and reported on the positive experience of Members at South Cambridgeshire District Council in moving to this type of approach. He also referred to the 'ease of use' benefits to elected Members in being able to use up-to-date technology and connectivity.

A Member queried whether it would be essential for all Councillors to purchase an iPad or would other similar devices suffice. In response the IMD Service Manager explained that the iPad was recommended because it was more secure; however Members would be able to use their own Android-based tablets if they wished to do so. Reasonable levels of support would be provided for these.

The Panel considered a range of issues relating to the Modern.gov application for accessing and annotating committee papers. Members were informed that it would function on Android and Apple devices and operated on Windows 8. In terms of the practical arrangements associated with using tablets in place of printed Agendas and reports, Members queried whether there would be sufficient memory to access large agendas such as those for the Development Management Panel, whether there was an indexing facility and whether downloading large documents at home might cause them to exceed their personal data limits, which would result in additional costs. In response, the IMD Service Manager agreed to undertake further testing of file sizes. Members also commented on the need to stress test the Wi-Fi facility within the Civic Suite and were assured that Officers would monitor Wi-Fi usage and increase capacity if required.

Having noted that Members would have to provide their own email addresses for Council business, the Panel was advised of the proposed security and encryption arrangements for sending confidential emails and documents to these addresses. Further research and investigation was required. Additional work would also be needed to enable Members to receive confidential committee papers and reports through the Modern.Gov committee management system.

The Panel then discussed the assistance the Council might provide to enable Members to purchase a device. The option of paying through Members allowances over their term of office was being considered. Members discussed how this scheme would work, particularly if it commenced part way through a term of office. The Accountancy Manager explained that it would not be possible to offer an interest free loan as this would constitute a 'benefit in kind' and that options which were similar to a 'Salary Sacrifice' had already been investigated and discounted. Having noted that only limited discounts would be achieved if the Council were to purchase devices on behalf of individuals, it was suggested that Members would need to make their own decisions based upon their tax position. Those Members wishing to purchase a device that had a higher specification than required by the Council's systems would need to 'top up' any loan that was provided.

The Panel discussed whether the requirement for Members to purchase IT equipment could act as a deterrent to candidates who were considering standing for election to the District Council. As the basic allowance was currently in the region of £4k, the Panel was of view that it would be reasonable to expect Members to purchase their own equipment at a cost of approximately £400 over their term of office. However, it was suggested that candidates should be made aware of the IT requirements for elected Members and the potential availability of a loan from the Council to enable them to purchase their own equipment.

Members discussed whether the proposed transition arrangements were realistic and emphasised the need for appropriate training and support to be in place for Members before the proposed change in arrangements was implemented. They were of the opinion that further consideration needed to be given to the details of the new arrangements, specifically the mechanisms for accessing Council information such as that contained in the address book from Members own equipment. Some Members were of the view that MS-Office should be provided by the Council.

Concern was expressed that Members might incur increased costs for paper and toner when printing documents at home. In response, it was explained that there would be flexibility in the arrangements so, for example, printed copies of large Development Management Panel Agenda could still be produced. Having expressed support in principle for the proposals, it was

RESOLVED

that the Panel's comments be conveyed to the Cabinet for consideration as part of their deliberations on this matter.

103. NATIONAL NON DOMESTIC RATING - CHANGES TO DISCRETIONARY RATE RELIEF POLICY FROM 1 APRIL 2014

(Councillor B S Chapman, Executive Councillor for Customer Services, was in attendance for this item).

With the assistance of a report by the Head of Customer Services (a copy of which is appended in the Minute Book) the Panel considered

proposals to amend the Council's existing Discretionary Relief Policy to incorporate the new temporary reliefs that were announced in the Chancellor's 2013 Autumn Statement and to address issues relating to the recent flooding in some areas of the Country. Having been advised of details of the proposed discounts and that it was intended that the cost of any relief awarded would be fully reimbursed by the Government, the Executive Councillor for Customer Services emphasised that the introduction of temporary reliefs would support the Council's strategic aim to support the local economy and local businesses.

In considering the contents of the report, the Panel discussed the arrangements through which the Government intended to reimburse local authorities and whether the Council was confident that it would do so. Whilst the additional administrative and cost burden to the Council was not yet known, the Panel was informed that it was expected the additional work could be undertaken from within existing resources. It was then reported that the Council had received no requests for flood relief to-date in Huntingdonshire. Whereupon, it was

RESOLVED

that, providing that the cost of any relief awards are fully reimbursed by the Government and subject to the satisfaction of all qualifying conditions, the Cabinet be recommended to approve the award of (Section 47) Discretionary Rate Relief to provide –

- (a) a discount of £1000 (subject to state aid limits) for all occupied retail properties with a rateable value not exceeding £50,000
- (b) a 50% business rate relief for 18 months for businesses that move into retail premises that have been empty for a year or more; and
- (c) a 100% rate relief for 3 months for any day between 1 December 2013 and 31 March 2014 where non domestic properties have been flooded and meet the qualifying criteria.

104. INTERNAL AUDIT REVIEW - ELECTRONIC DOCUMENT MANAGEMENT

(Councillor J A Gray, Executive Councillor for Resources, was in attendance for this item).

With the assistance of a report by the Internal Audit and Risk Manager (a copy of which is appended in the Minute Book) the Panel reviewed the outcome of the Internal Audit of the management of the Electronic Document Management (EDM) system within six of the Council's services. Members were advised that the Audit had concluded that the systems in place to manage EDM had been considered 'adequate' and their attention was drawn to the actions that had since been implemented.

Having noted that it had originally been intended that the Audit would constitute a post implementation review of the EDM project but that this had not been possible owing to a lack of material, Members discussed in general terms the need for Council schemes and projects to be subject to a process of independent post implementation review. The Council recently had spent significant sums of money on projects, including the installation of solar panels at Eastfield House, the launch of a new One Leisure website, development at One Leisure St Ives and the construction of the Huntingdon multi-storey car park and Members were of the opinion that it was essential for the Council to establish that it had realised benefits from its investment and had secured value for money.

In terms of the business plans that had been prepared to support the development of the multi-storey car park and the One Leisure St Ives development, a Member questioned what the positions were compared with the forecast projections. As these projects had only been operational for a short time, this information could not yet be provided. Members asked to be kept informed of progress.

Having noted that a Corporate Programme and Project Management Board had been established to promote project management disciplines and governance within the Authority, the Panel discussed the role of Members in this area and the respective responsibilities of the Overview and Scrutiny and the Corporate Governance Panels. It was explained that the Board would report to the Corporate Governance Panel through the Annual Assurance Statement. Members supported the intention to strengthen the Council's approach to project management, including the way business cases for schemes were developed, managed and reviewed following implementation. It was suggested that as part of the new arrangements, the Panel should receive follow-up reviews once projects had been completed.

In terms of the actions arising from the Audit, Members commented on the potential savings that could be achieved if parishes were not given printed information that was freely available on the planning portal. However, some of the smaller parishes would not be equipped to download large documents and should be given special consideration. Whereupon, it was

RESOLVED

that the contents of the report be noted.

105. FACING THE FUTURE

(Councillor J A Gray, Executive Councillor for Resources, was in attendance for this item).

To enable the Panel to commence its role monitoring the progress of the Facing the Future process and its impact on the Council, an update was received on the work that had been undertaken to implement the 'Limited Service Impact' savings. A copy of the report by the Assistant Director (Finance and Resources) is appended in the Minute Book.

The Executive Councillor for Resources stated that the Cabinet remained committed to the Facing the Future process. Members were informed that those savings that were being taken forward immediately had been incorporated into the budget for 2014/15. This amounted to £378k in 2014/15, rising to £497k in 2015/16.

In response to a question regarding the role of Overview and Scrutiny in monitoring the progress of the overall project and reviewing individual savings opportunities, it was reported that monitoring reports would be submitted to Members on a regular basis as part of the Council's budget management cycle. There would also be the opportunity to review individual savings proposals as they emerged at a later date.

In terms of the delivery of the remaining suggestions, Members were informed that a Corporate Programme and Project Management Board had been established to oversee their delivery and a project plan was currently being developed for this purpose.

RESOLVED

that the contents of the report be noted.

106. WORKPLAN STUDIES

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) containing details of studies that were being undertaken by the Overview and Scrutiny Panels for Social and Environmental Well-Being. The Chairman provided an update on the review of the operation of the Overview and Scrutiny Panels that was being undertaken by the Chairmen and Vice-Chairmen.

Members were also informed that at a meeting held on the previous evening, the Chairmen and Vice-Chairmen had received an update on the development of the Council's new Corporate Plan, together with the initial thoughts of the Executive Leader on the structure of the Cabinet and Portfolios for the 2014/15 Municipal year.

107. OVERVIEW & SCRUTINY (ECONOMIC WELL-BEING) - PROGRESS

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) reviewing progress on matters that had been previously discussed. In so doing, Members received an update on the activities of the Working Group that had been established to review the Authority's gross expenditure. Councillor E R Butler also provided an update on the work of the Council's Fraud Team and on the introduction of the Single Fraud Investigation Service, which would go live from April 2016.

The Chairman reported that, in accordance with the Access to Information procedure rules, his permission had been sought for the Strategic Economic Plan prepared by the Greater Cambridge Greater Peterborough Enterprise Partnership (LEP) to be considered by the Cabinet at its meeting on 10th April 2014. Members were advised

that, in recognition of the Council's responsibility to scrutinise the partnerships in which it was involved, the Chairman and the Chief Executive of the Partnership had been invited to a future meeting to give a presentation on its Business Plan.

In response to the Chairman's previous request that the Panel should receive the quarterly Capital and Revenue monitoring reports that were prepared for the Cabinet, Members noted that a reporting procedure had now been agreed and the next report would be available for the Panel's meeting in July 2014.

108. SCRUTINY

The Panel considered and noted the latest edition of the Decision Digest (a copy of which is appended in the Minute Book).

At the conclusion of the proceedings and having regard to the fact that this was the last scheduled meeting of the Municipal Year, the Chairman took the opportunity to thank Councillor A H Williams for his work on the Panel. Councillor Williams had decided not to stand for re-election.

Members then expressed their appreciation of the Chairman, who had also decided not to stand for re-election. They extended their best wishes to him for the future and paid tribute to his work and the non-political manner in which he had operated.

Chairman

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Agenda Item 3

Public - Yes
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: THE FUTURE OF MEMBERS' IT – CALL IN

Meeting/Date: OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) – 6TH MAY 2014

Executive Portfolio: Councillor B S Chapman

Report by: Scrutiny and Review Manager

Wards affected: All Wards

Executive Summary:

In accordance with the Overview and Scrutiny Procedure Rules and following publication of the Cabinet's decision relating to The Future of Members' IT, the decision has been Called-In by three Members of the Overview and Scrutiny Panel (Economic Well-Being). The grounds for the Call-In are indicated at paragraph 2.4 of the report.

Recommendation(s):

The Panel is invited to consider how to respond to the Call-In of the decision by the Cabinet relating to The Future of Members' IT.

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1. INTRODUCTION

- 1.1 The purpose of this item is to enable the Panel to give further consideration to the Cabinet's decision on The Future of Members' IT, which has been Called-In.

2. BACKGROUND

- 2.1 The Cabinet, at its meeting held on 10th April 2014, considered a report by the IMD Service Manager containing details of a proposal to withdraw Council funded IT equipment for Members and promote the use of their own IT equipment. A copy of the report is attached at **Appendix 1**.

- 2.2 The Overview and Scrutiny Panel (Economic Well-Being) had received a presentation on 3rd April 2014 on the proposals and the Panel's comments were conveyed to the Cabinet by way of the report attached at **Appendix 2**.

- 2.3 The Cabinet approved the following:-

- (a) that Council-funded IT equipment for Members be withdrawn, with continued support only being provided in exceptional circumstances;
- (b) that the purchase of iPads from Members allowances be approved;
- (c) that, where possible, printed agendas and reports for Members meetings be withdrawn;
- (d) that the principle that all Members should use non-HDC (but HDC approved) email addresses for Council business be supported;
- (e) that HDC funded broadband connections be withdrawn; and
- (f) that, with effect from 1st May 2014, it be compulsory for newly elected Members to participate in the iPad scheme.

The Cabinet also RECOMMENDED to Council that the Members' IT and telephone support guidelines in the Council's Constitution be varied accordingly to reflect the above.

The draft Minute is attached at **Appendix 3**.

- 2.4 Following publication of the Cabinet's decision, Councillors K J Churchill, S Greenall and M F Shellens have Called-In the decision on the grounds that:-

"The decision will have a negative impact on the willingness of members of the public to stand for election to the detriment of local democracy and could also harm the eyesight of Councillors. It would also dramatically increase the costs of printing at home. This decision should be subject to scrutiny by the whole Council and not just made by a coterie of Councillors from a single party." – [Councillor M F Shellens]

"A decision which has far reaching implications for Councillor communications has not been given sufficiently detailed consideration and has been taken contrary to the normal decision making requirements." – [Councillor K J Churchill]

“There has not been enough time to consider this item. On reflection, the size of print on the iPad will be smaller than on a paper version. I have concerns over the cost burden it will place on Councillors now and in the future. Having a hardcopy is more useful.” – [Councillor S Greenall]

2.5 The Panel is, therefore, invited to consider the decision of the Cabinet. The appropriate Executive Councillor, Councillor B S Chapman, has been invited to attend the Panel’s meeting.

3. CALL-IN

3.1 Members are reminded of the guidance for Call-In as set out in paragraph 14 of the Overview and Scrutiny Procedure Rules of the Council’s Constitution.

3.2 The Panel has various options, which are as follows:-

- if, having considered the matter, the Panel is still concerned about the decision, then it may be referred back to the Cabinet for reconsideration, setting out in writing the nature of the concerns. Alternatively, the Panel can refer the matter to full Council. If referred back to Cabinet, they would then be required to reconsider their decision within 10 working days, amending the decision or not, before adopting a final decision;
- if the Panel decides not to refer the matter back to the Cabinet, the decision shall take effect from the date of the Overview and Scrutiny Panel meeting;
- if the matter is referred to full Council and the Council does not object to the decision which has been made, then no further action is necessary and the decision will become effective on the date of the Council meeting; or
- if the matter is referred to full Council and they decide to object, the Council have no ability to make decisions in respect of an executive decision unless it is contrary to the policy framework or contrary to or not wholly consistent with the budget. Unless this is the case, the Council can refer any decision to which they object back to the Cabinet, together with the Council’s views on the decision. The Cabinet can then decide whether to amend the decision or not before reaching a final decision and implementing it.

4. RECOMMENDATION

4.1 The Panel is invited to consider how to respond to the Call-In of the decision by the Cabinet relating to The Future of Members’ IT.

5. LIST OF APPENDICES INCLUDED

- Appendix 1** – The Future of Members’ IT – report by the IMD Service Manager
- Appendix 2** – Overview and Scrutiny Panel (Economic Well-Being) Comments to Cabinet on The Future of Members’ IT
- Appendix 3** – Draft Cabinet Minute – Meeting held on 10th April 2014

BACKGROUND PAPERS

Council Constitution
The Future of Members' IT – Report by the IMD Service Manager
Comments by the Overview and Scrutiny Panel (Economic Well-Being) and draft
Cabinet Minute attached as appendices.

CONTACT OFFICER

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Public - No
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: The Future of Members' IT

Meeting/Date: Cabinet – 10/04/2014

Executive Portfolio: Customer Services

Report by: IMD Service Manager

Ward(s) affected: All (indirectly)

Executive Summary:

On 03/03/2104 COMT considered the paper "Desktop Delivery Update - MyOffice (Remote Access) and IT for Members".

A presentation was given to ELSG on 25th March 2014 and the benefits of the proposal were highlighted:

1. Members have their own choice of IT equipment and have help to purchase an iPad (repaid through Member allowances)
2. Members have greater flexibility accessing Council reports
3. Members have greater flexibility when dealing with emails
4. Members will be able to access WiFi more readily than at present
5. Council saves circa £50k on IT and further savings will be made through the reduction of printed paper reports
6. Members use up-to-date technology

A further presentation to Overview and Scrutiny (Economic Wellbeing) – to which all Members are invited – has been arranged for 3rd April 2014.

Recommendation(s):

Cabinet is asked to approve:–

1. The withdrawal of Council-funded IT equipment (allowing for continued support in exceptional circumstances);
2. The promotion of the purchase of iPads from Members' allowances;
3. The future withdrawal of printed agendas and reports for Member meetings;
4. The principle that all Members should use non-HDC (but HDC approved) email addresses for Council business;
5. The withdrawal of HDC-funded broadband connections.

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1. PURPOSE

- 1.1 To review the current IT provision for Members and outline the proposed way forward in conjunction with the Desktop Delivery Project and PSN compliance.

2. BACKGROUND

- 2.1 For a number of years Members have been provided with laptops or PCs to assist them in their work.

- 2.2 A number of related issues have arisen which require resolution:

- a) The Council's remote access system (MyOffice) is no longer sustainable; impacts 35 Members;
- b) XP-based PCs require urgent replacement; impacts 17 Members who use HDC-supplied IT;
- c) Good software is to be withdrawn to comply with PSN CoCo;
- d) An increasing number of Members want to use personal email addresses to conduct Council business; and
- e) An increasing number of Members want to use tablet devices/smart 'phones to access their information (e.g. through email and Modern.Gov)

This paper sets out a proposal to address all 5 issues and, as a result, avoid spending c £50k on new equipment for all 52 Members. A similar level of expenditure would be required periodically in the future each time an equipment "refresh" is required.

- 2.3 While the laptops and PCs have been used by Members to good effect they also have some major disadvantages which have become increasingly noticeable over recent years. In particular the current IT solution works by providing Members with access into the authority's IT infrastructure. Whilst this enables access to features such as email and the intranet it increases the burdens of ensuring effective IT security. A number of Members have found that the use of IT in its current form is increasingly complex and not intuitive.
- 2.4 The transition of Members' IT from Windows XP to Windows 7 and to achieve PSN compliance would entail significant cost, currently estimated at circa £50k. Whilst budgetary provision has been made to support this work, the Council's financial position means it is appropriate that this is revisited and, in the light of newer technologies and opportunities, alternative options investigated.
- 2.5 Current Member access to email and other Council IT resources is now somewhat cumbersome as it was designed around systems installed some 5 years ago. Modern technology means a much simpler and easier process is available providing all the functionality to access email, the Members' intranet site and Modern.gov..
- 2.6 Printed matter and paper consumption (e.g. meeting agendas and reports) and costs continue to rise. Modern technologies now allow for electronic copies to be made easily available and provide a timelier, cost effective and sustainable approach to the provision of information. The Council's Modern.Gov system is designed to work with electronic copies and provides Members with an intuitive and easy to use system.

2.7 Discussions with IT colleagues at South Cambridgeshire District Council confirm that the proposed approach has worked well for their Members and the proposal closely follows that model.

2.7 There are a number of key milestones within the desktop delivery project which mean that a decision on Member IT is required quite urgently:

- **08/04/14** - Support for Microsoft Office 2003 expires (this is the version of Office running on MyOffice); Office 2007 and above runs on desktop & laptop computers and it would cost circa £50k to upgrade the Office licences (for both Officers and Members) for MyOffice;
- **28/04/14** - HDC needs to have gained PSN compliance by this date - a month before our migration date (see final bullet point below);
- **30/04/14** - Signify fob renewal date which costs circa £13k (used as Two Factor authentication for MyOffice); this could be saved if we turn off MyOffice;
- **28/05/14** - Cabinet Office has given this date as our migration to PSN which is necessary to maintain electronic communication with the DWP.

3. MEMBER IT OPTIONS

3.1 Three options have been considered for Members' IT and these are as follows:

3.2 Option 1 (recommended) - Off HDC network - compliance with PSN not required

Members cease using HDC-supplied IT equipment and migrate to iPad tablets. These could be sourced by the Council (allowing a modest discount) and paid for (and owned) from Council Member allowances over the duration of their term of office. If a Member wanted other than a basic 16GB, WiFi model then they would need to fund the difference as an additional "up-front" payment. If a Member chose to use their own Android-based tablet, and not the iPad recommended by the Council, then they will be able to do so but support will be using reasonable endeavours only¹. Members would continue to use Council-supplied email "addresses" but these would automatically forward emails to their private email addresses. Members will then have the ability to access their emails on their own smartphones (thus removing the need for the Good software for Members). Provision would be made to encrypt Officer-supplied documents which were of a sensitive nature. Modern.gov information would be provided through an extranet version of the current software either on the Members' personal PC or iPad or other tablet. It is believed that this approach would be widely welcomed by Members and could save the Council in excess of £50k.

3.2 Option 2 – On HDC network - PSN compliance required.

This option would be used for those Members who do not have or do not chose to use their own equipment. It provides a very limited number of Members with Council-owned IT equipment (desktop PC, monitor and RAP²). This maintains existing connectivity to the Council's network and all associated services (such as HDC email addresses). This would cost between £500 and £1,000 dependent upon

¹ Android-based tablets come in many difficult versions and this makes support expensive

² Small box which provides a remote HDC PC to communicate securely with the HDC network

configuration. Numbers are to be confirmed but are expected to be very low (estimated to be 2-5 Members).

3.3 **Option 3 – On HDC network - PSN compliance required.**

This is option 2 applied to **all** members but allowing for some Desktop PCs to be laptops instead. The overall cost is likely to be in the region of £50k.

4. **ANALYSIS AND BENEFITS**

- 4.1 Options 1 is the recommended approach with option 2 for a minimal number of Members. Moving Members away from IT equipment provided by the Council would make an estimated saving of circa £50k. Final figures would be confirmed following any agreement to proceed.
- 4.2 Removal of HDC-based e-mail - Cambridgeshire County Council provides their Members with the **option** not to have **Cambridgeshire.gov.uk** e-mail addresses - instead Members use their own personal email accounts for Council communications. It is recommended that HDC does not give this as an option (as this is more difficult to manage) and that all Members use a personal email address in a prescribed format.
 - 4.2.1 With the use of personal email addresses Good would no longer be necessary although it will need to be removed for PSN compliance in any case.
 - 4.2.4 Most households nowadays already have broadband connections. Therefore, the justification for providing these at HDC cost is less sustainable and it is recommended that these are removed.
 - 4.2.5 A move to tablet devices – with the ability to annotate Council documents – will allow the Council to reduce, and eventually remove, the need to provide paper reports saving money (amount to be determined).

5.0 **DISADVANTAGES AND ISSUES TO BE CONSIDERED FURTHER**

- 5.1 Strict rules would need to be applied to help ensure sensitive information was not emailed to private emails addresses by Officers. In particular the process of “protective marking” of emails – would need to be introduced, requiring the Officer sending the email to make a conscious decision about the sensitivity of the email being sent. Nevertheless there would be a residual, increased risk as non-HDC email systems are inherently less secure than the HDC system. A mechanism would need to be introduced (probably via encrypted PDF documents) for the minority of email attachments which justified encryption or some other means of introducing higher levels of security.
- 5.2 This would be culture change for some Members and this would need to be handled appropriately. Members are used to having a semi-dedicated IT support resource there to help and, in the case of 17 members, have HDC equipment provided for them.
- 5.3 Members would need to purchase their own tablet (from their allowance) or PC and also their broadband connection where the Council didn’t provide an end-to-end managed device solution (option 2). There could be resistance from some Members.
- 5.5 Removal of HDC e-mail addresses. There is an increased risk of sensitive information being disclosed. However, with training, protective marking and the

introduction of some encryption this risk can be mitigated. The sending and receiving of secure email attachments is being investigated by the Help Desk.

- 5.6 Modern.Gov Access would need to be enhanced. There is a module that could be purchased to allow Members to access this information source from non-HDC equipment (tablet and PCs). Costs for this are believed to circa £3k a year. This cost would be met by Democratic Services and recouped through reduced printing and postage of documents for Members.
- 5.7 Without an HDC network account there would not be ability to view Members' diaries. However, it may be possible to provide this functionality in another way.

6.0 Member Benefits

- 6.1 Contribution to Facing the Future savings. Moving away from Council supplied IT equipment will result in a significant saving whilst at the same time providing Members with "ease of use" benefits.
- 6.2 Connection to Member information and data would be simpler and more convenient than the existing MyOffice connection model.
- 6.3 Connectivity to information via Wi-Fi in key HDC buildings initially³ and extended to all CPSN-enabled buildings in Cambridgeshire and Northamptonshire in the near future.
- 6.4 Use of private email addresses allows greater flexibility.
- 6.6 Members will be able to send and receive their emails on their own personal smart 'phones. This would replace the software package GOOD for those Members on the pilot and also provide an additional facility for other Members.
- 6.7 Change of emphasis for IT support – the IT environment would become simpler and introduces a more modern platform taking advantage of relatively new technology.
- 6.8 Paperless meetings become a reality with the ability to annotate documents on tablet devices.
- 6.9 The proposed solution is based on close working with neighbours such as South Cambridgeshire District Council and Cambridgeshire County Council. The positive experience of SCDC Members (as reported by IT officers at SCDC) should give confidence to HDC Members to adopt a similar model.

³ Temporary WiFi improvements can be made to service specific buildings eg Civic Suite, Members' Room until the new CPSN-wide network is available (in 2014-2015).

7.0 CONCLUSION

- 7.1 The Council must act quickly to gain PSN compliance and to respond to the XP support expiry deadline. Also other license expiries mean that decisions about the future of IT provision to Members needs to be urgently reviewed and decision made.
- 7.2 There is a demand from many Members for more flexible IT which allows them to integrate their processing of private and Council information in a convenient and secure manner.
- 7.3 Some Members may not be able to adapt to tablet-based working and will require specific support.
- 7.4 There is an opportunity to make significant savings of circa £50k.

BACKGROUND PAPERS/REFERENCES

COMT paper: "MyOffice and Members' IT (v2 1)" (03-03-2014)

CONTACT OFFICERS

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**OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) -
COMMENTS**

1. THE FUTURE OF MEMBERS IT

The Overview and Scrutiny Panel (Economic Well-Being) has received a presentation outlining proposed changes to the current IT provision for elected Members. As part of the presentation, the Panel has been advised of the current issues surrounding Members IT, together with details of the proposal to withdraw Council-funded IT equipment and promote alternative ways of working.

The Panel has expressed support in principle for the proposals; however Members have made the following comments which they wish the Cabinet to consider.

- ❖ The iPad is the recommended device because it is more secure; however Members will still be able to use their own Android-based tablets. Reasonable levels of support will be provided. The application for accessing and annotating committee papers (Modern.gov) works on Android and Apple Devices and is also available on Windows 8.
- ❖ The Panel has questioned whether the proposal would enable the Authority to achieve savings in the region of £50k. Officers have undertaken to recheck the calculations.
- ❖ The Panel has discussed the assistance the Council might provide to enable Members to acquire a device. The option of paying through Members allowances over their term of office is being considered. The Panel has discussed how this scheme will work, particularly if it commences part way through a term of office. Those Members wishing to purchase a device that has a higher specification than that required by the Council's systems will need to 'top up' any loan which is provided. It will not be possible to offer an interest free loan as this would constitute a 'benefit in kind'. Options that are similar to a 'Salary Sacrifice' have been investigated. Only limited discounts can be achieved if the Council is to purchase devices. Members will need to make their own decisions based upon their own tax position.
- ❖ With regard to the practical arrangements associated with using tablets in place of printed Agendas and reports, Members have commented on the need to stress test the WIFI facility within the Civic Suite. They have also queried whether there will be sufficient memory to access large agendas (i.e. Development Management Panel) and whether downloading large

documents at home might cause them to exceed their personal data limits, which would result in additional costs to them. The IMD Service Manager will undertake further testing of file sizes.

- ❖ Members have expressed concerns with regard to the increased costs (i.e. paper and toner) which they might incur when printing documents at home. There will be flexibility so, for example, printed copies of large Development Management Agenda could still be produced.
- ❖ Members will have to provide their own e-mail addresses for Council business. Security and encryption arrangements for sending confidential emails and documents to Members' private email addresses will be introduced. Further investigation will be undertaken to enable Members to receive confidential committee papers and reports through the Modern.Gov committee management system.
- ❖ The Panel has emphasised the need for further consideration to be given to the details of the new arrangements, specifically the mechanisms for accessing Council information (i.e. the address book) from Members' own equipment. Members have also questioned whether the transition period is realistic and have emphasised the need to ensure that appropriate training and support is in place for Members before the proposed change in arrangements is implemented. Some Members are of the view that MS-Office should be provided by the Council.
- ❖ The Panel has discussed whether the proposal will deter potential candidates from standing for election. Given that the basic allowance payable is currently in the region of £4k, it is not unreasonable to expect a Member to purchase their own equipment at a cost of approximately £400 over the term of their office. However it has been suggested that candidates should be made aware of this requirement.

DRAFT MINUTES FROM THE CABINET MEETING HELD ON 10TH APRIL 2014

The Cabinet considered a report by the IMD Service Manager (a copy of which is appended in the Minute Book) summarising a proposal to withdraw Council funded IT equipment for Members and promote the purchase of iPads from Members allowances. The proposal had been considered by the Overview and Scrutiny Panel (Economic Well-Being) whose comments were relayed to the Cabinet.

In the discussions that ensued, Executive Councillors were advised that the proposal would enable the authority to achieve savings in the region of £50k and that there would be further savings through the reduction of printed reports. Having noted the proposal for Members to use non-HDC approved email addresses for Council business Executive Councillors queried whether it would be possible to set up private email addresses for Councillors that easily identified them as a Member of the District Council. In response, the IMD Service Manager undertook to investigate the matter further.

Executive Councillors concurred with the Overview and Scrutiny Panel that appropriate training and support would be required for all Members prior to implementation and that the WIFI facility within the Civic Suite should be stress tested. Having also referred to transition arrangements, access to the Council's IT resources within Pathfinder House and current arrangements for funding of broadband connections for Members, the Cabinet

RESOLVED

- (a) that Council-funded IT equipment for Members be withdrawn, with continued support only being provided in exceptional circumstances;
- (b) that the purchase of iPads from Members allowances be approved;
- (c) that, where possible, printed agendas and reports for Members meetings be withdrawn;
- (d) that the principle that all Members should use non-HDC (but HDC approved) email addresses for Council business be supported;
- (e) that HDC funded broadband connections be withdrawn; and
- (f) that, with effect from 1st May 2014, it be compulsory for newly elected Members to participate in the iPad scheme.

It was also RECOMMENDED to Council that the Members' IT and telephone support guidelines in the Council's Constitution be varied accordingly to reflect the above.

[In accordance with Council Procedure Rule 24, a request from Councillor K J Churchill to address the Cabinet on this item was declined by the Chairman.]

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