

A meeting of the **CABINET** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 21 MAY 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 10th April 2014.

**Mrs H J Taylor
388008**

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. See Notes below.

3. THE FUTURE OF MEMBERS IT - CALL IN (Pages 5 - 20)

To consider a report from the Overview and Scrutiny Panel (Economic Well-Being) outlining their deliberations on the call-in relating to Members IT.

**Dr A Roberts
388015**

4. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

that the press and public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. SENIOR OFFICERS' PANEL - CABINET NOTIFICATION

The Executive Leader to report on the outcomes of the meetings of the Senior Officer's Panel held on 14th, 16th, 19th, 20th and 21st May 2014.

**Mrs J Lancaster
388001**

Dated this 13 day of May 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 H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@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 Committee/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 CABINET held in the Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 10 April 2014.

PRESENT: Councillor J D Ablewhite – Chairman.

Councillors B S Chapman, J A Gray,
N J Guyatt, R B Howe, T D Sanderson and
D M Tysoe.

IN ATTENDANCE: Councillor K J Churchill.

80. MINUTES

The Minutes of the meeting of the Cabinet held on 20th March 2014 were approved as a correct record and signed by the Chairman.

81. MEMBERS' INTERESTS

No declarations were received.

82. CORPORATE PLAN & PERFORMANCE MANAGEMENT FRAMEWORK

Further to Minute No.13/72 and with the assistance of a report by the Interim Corporate Team Manager (a copy of which is appended in the Minute Book) the Cabinet considered and suggested amendments to the draft Corporate Plan and associated Performance Management Framework.

Having noted the Plan's main aims and objectives, the Cabinet

RESOLVED

that, subject to minor consequential amendments relating to roles and responsibilities, the Council be recommended to adopt the Corporate Plan and associated Performance Management Framework.

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

By way of a report by the Head of Customer Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with new temporary rate relief measures announced by the Government resulting in the need to consider a change to the Council's Discretionary Rate Relief Policy.

Members were advised that the measures aimed to help and financial support the local "retail" ratepayers, encourage new occupations as well as support households and businesses affected by the recent floods. Having noted that billing authorities would be reimbursed by the Government for any discounts awarded and in stressing the need

to promote the measures with the business community, the Cabinet

RESOLVED

- (a) that with effect from 1st April 2014 a discount of £1,000 (subject to state aid limits) be awarded for all occupied retail properties with a rateable value not exceeding £50,000;
- (b) that with effect from 1st April 2014 a 50% business rate relief for 18 months be awarded for businesses that move into retail premises that have been empty for a year or more;
- (c) that 100% rate relief for 3 months be awarded for any day between 1st December 2013 and 31st March 2014 where non domestic properties have been flooded and meet other qualifying criteria; and
- (d) that the Head of Customer Services and Local Taxation Manager be authorised to award these discounts.

84. THE FUTURE OF MEMBERS IT

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 25, a request from Councillor K J Churchill to address the Cabinet on this item was declined by the Chairman.]

85. GREATER CAMBRIDGE GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP (LEP) - STRATEGIC ECONOMIC PLAN (SEP)

By way of a report by the Economic Development Manager (a copy of which is appended in the Minute Book) the Cabinet were invited to consider the content of a Strategic Economic Plan produced by the Greater Cambridge, Greater Peterborough Enterprise Partnership.

Having raised concern over the late receipt of the document from the Partnership, the content of the Executive Summary and inaccuracies within the Plan relating to housing growth, the Cabinet

RESOLVED

that the Strategic Economic Plan appended to the report now submitted be approved.

Chairman

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Public
Key Decision No

HUNTINGDONSHIRE DISTRICT COUNCIL

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

Meeting/Date: CABINET – 21 MAY 2014

Executive Portfolio: Councillor B S Chapman

Report by: Overview & Scrutiny Panel (Economic Well-Being)

Ward(s) affected: All Wards

Executive Summary:

This report summarises the deliberations and recommendations of the Overview and Scrutiny Panel (Economic Well-Being) following its decision to call in the Cabinet's decision on The Future of Members IT.

Recommendation(s):

The Cabinet is requested to consider the Panel's recommendations.

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1. PURPOSE

- 1.1 The purpose of this report is to enable the Cabinet to consider the recommendations of the Overview and Scrutiny Panel (Economic Well-Being) following its decision to call in the Cabinet's decision on The Future of Members IT.

2. CABINET DECISION

- 2.1 The Cabinet, at its meeting held on 10th April 2014, considered proposals to withdraw Council funded IT equipment for Members and to promote the use of their own IT equipment. A copy of this report is attached at Appendix 1.

- 2.2 In advance of the Cabinet meeting, the Panel had received a presentation by the IMD Service Manager on the proposals and the Panel's comments were conveyed to the Cabinet by way of the report attached at Appendix 2.

- 2.2 The Cabinet decided:-

“(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.”

3. CALL IN

- 3.1 Following publication of the Cabinet's decision, three Members of the Overview and Scrutiny Panel (Economic Well Being) called it in. This was discussed by the Panel at its meeting on 6th May 2014, which Councillor B S Chapman, Executive Councillor for Customer Services, attended.

- 3.2 The reasons given for calling in the decision were 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]

4. DELIBERATIONS OF THE OVERVIEW & SCRUTINY PANEL

- 4.1 Councillor Chapman has reminded the Panel of the background to the proposals, which includes the need to gain PSN compliance, to respond to the support expiry deadline for Windows XP and to improve the existing IT experience for Members. Most individuals have some form of equipment within their homes.
- 4.2 The Panel has also received an update on the latest developments and on those issues which had been raised at their previous meeting. These included arrangements for the transition, associated training and support, the encryption of confidential information and testing of file sizes.
- 4.2 The Panel has not challenged the decisions (a), (b), (d) and (e) of the Cabinet Decision Notice (Section 2.2 of the report) and has agreed that these should be implemented as stated.
- 4.3 Members have recognised the need to remove Members’ connectivity to the Council’s network for security purposes and have noted that the Authority has secured two domain names which can be used for Members’ email addresses to create a consistent and professional approach. The Panel has been informed that that the Council will assist Members to set up the most easily useable system of accessing their emails, tailored to each Councillor’s preferred way of working, for example outlook accounts can display emails from a number of email addresses. Members have also made a specific request to be able to use the Council’s address book from their own equipment. Whilst the Council has a high degree of confidence that this will be possible, in the event that this is not the case, alternative ways of providing this information will be considered.
- 4.3 The Panel has noted that the estimated saving from not providing all Members with laptop/desktop PCs and associated equipment had been re-evaluated at £42K. However there would be additional savings relating to the withdrawal of printed agenda and reports, printers, broadband and consumables. Furthermore, it will remove the need to pay for future upgrades / development.
- 4.4 In terms of the decision to enable iPads to be purchased from Members’ allowances, the Panel has been informed that it will be possible to offer interest free-loans for this purpose.
- 4.5 The Panel has given detailed consideration to points (c) and (f) of the Cabinet decision notice and has recommended that that they are amended.
- 4.6 Members have discussed the decision to withdraw printed agendas and reports for Members meetings, where possible. Concerns have been expressed with regard to the increased costs which Members might incur when printing documents at home. Having been assured that it will still be possible to request paper copies, Members have **RECOMMENDED** that point (c) be amended to clarify this position –

(c) that printed agendas and reports will be provided on request.

4.7 The Panel has noted that it will not be possible to cease issuing paper copies of Agenda until the Local Government (Electronic Communications) (England) Order 2014 has been enacted.

4.8 Members were of the opinion that decision "f" suggests that all new Members should purchase an iPad. They disagree that all newly elected Members should be required to purchase an iPad, particularly when Modern.gov can be accessed on any web enabled device. During the discussion on this point, it has been confirmed that newly elected Members will not be required to purchase an iPad and that the minimum requirement for Members to participate in the arrangements is the ownership of a desk based PC. Members have also noted that the Modern.gov application will operate on most devices / or Members could use adobe reader to access and read reports and agendas on the internet. For clarity, it has been stressed that the Council will only offer financial assistance to enable Members to acquire the Council's recommended device, which is an iPad.

4.9 For the purposes of clarifying what is intended it is **RECOMMENDED** that the decision at 2.2 (f) be amended as follows –

(f) that, from a date to be determined, it be compulsory for all elected councillors to use the new arrangements and that Members will be entitled to participate in the loan scheme if they wish to do so to purchase an iPad.

4.10 A number of concerns have again been expressed that the requirement for Members to provide their own IT equipment will deter potential candidates from standing for election. However, the view has been expressed that 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 over their term of office at a cost of approximately £400.

4.11 Councillor K J Churchill has questioned whether the introduction of the scheme requires an amendment to be made to the Council's Constitution and whether this should be a matter for decision by the full Council in accordance with Article 15 of the Constitution. The Panel is of the view that the Cabinet should verify whether the terms of the Constitution, particularly the Members Allowances Scheme (and the associated guidelines) are sound and reflect the requirements of the new arrangements. If changes are required a review should be undertaken and implemented in the normal way. With this in mind, it is further

RECOMMENDED

that the Cabinet review the current terms of the Constitution and, if necessary, implement revisions in the normal way.

5. RECOMMENDATIONS

5.1 The Cabinet is requested to consider the Panel's recommendations as set out in Sections 4.6, 4.9 and 4.11 of the report now submitted.

13. 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.

BACKGROUND PAPERS

Council Constitution
The Future of Members IT – Report by the IMD Service Manager
Cabinet Decision Notice – 10th April 2014.

CONTACT OFFICER

Mrs C Bulman, Democratic Services Officer / Dr A Roberts, Scrutiny & Review Manager
Tel No.: 01480 388234

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

Andrew Howes x8190, Desktop Delivery Project Manager (IMD Operations Manager)

Chris Hall x8116, Desktop Delivery Project Board Chairman (IMD Service Manager)

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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.