	Executive 6 February 2019	Agenda Item No. # 12
Title		IT Equipment for Councillors 2019 to 2023
For further information about this report please contact		Graham Leach Democratic Services Manager & Deputy Monitoring Officer graham.leach@warwickdc.gov.uk 01926 456114 Ty Walter ICT Manager ty.walter@warwickdc.gov.uk 01926 456651
Wards of the District directly affected		None
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?		No
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes 851
Equality Impact Assessment Undertaken	No
One is not required because no revision in service is proposed and the additional features will have their own assessment undertaken as part of their development.	

Officer/Councillor Approval		
Officer Approval	**Date**	**Name**
Chief Executive/Deputy Chief Executive	15/1/19	Andrew Jones
Head of Service		
CMT	15/1/19	
Section 151 Officer	15/1/19	Mike Snow
Monitoring Officer	15/1/19	Andrew Jones
Finance	15/1/19	Andrew Rollins
Portfolio Holder(s)	15/1/19	Andrew Mobbs

Consultation & Community Engagement	
The report has been developed with the direction of the Councillor IT Working Party, which comprises of Councillors Boad, Coker, Cooke, Howe, Margrave and Weed.	
Final Decision?	No
Suggested next steps (if not final decision please set out below) The proposed fee for the disposal of the iPads would need to be agreed by Council	

1. **Summary**

1.1 The report brings forward the recommendations from the Councillor IT Working Party in respect of IT provision to Warwick District Councillors from 2019 to 2023.

2. **Recommendation**

2.1 That the Executive approve for all Councillors to be provided with a 9.7 inch iPad with 32GB capacity and cellular capability and note the funding of £16,500 will be from the ICT equipment renewal reserve.

2.2 The Executive approves mobile data for the Leader, Portfolio Holders, Committee Chairmen, Group Leaders and on the provision of a business case by the Councillor to be considered by the Councillor IT working party.

2.3 The Executive notes the information already available to Councillors electronically and welcomes the expansion of this along with additional training and support/promotion.

2.4. The Executive approves that printers will not be provided to Councillors unless there is a specific requirement due to a disability as defined within the Members' Allowances Scheme.

2.5 The Executive agrees that the current iPads used by Councillors (including their cases they come with) are disposed of at a cost of £150 with them being offered to Councillors, then staff as set out in paragraph 3.10.

2.6 The Executive confirms that any WDC printers held by Councillors can be kept, at no charge, by the Councillor if they wish to keep them.

2.7 The Executive confirms that after the WDC election, the Councillor ICT working party is retained with membership from each of the Political Groups on the Council plus a member of the Executive.

2.8 The Executive supports the production of data handling agreement for Councillors which supplements the current Information Security and Conduct Policy specifically for Councillors and looks forward to considering this at either its March or April meeting.

2.9. That the Executive note that in line with agreed Policy so long as Warwickshire County Council are agreeable the Councillor can install the Office 365 and CMIS on their WCC tablet, however this would not provide access to the intranet.

3. **Reasons for the Recommendation**

3.1 Prior to the 2015 Election officers had very clear guidance that email was the primary application for members and that they wanted to access this on a lightweight, portable device. However, this device still needed to be large enough to read and create documents. This steered us towards a tablet and once that decision was made, there was no real choice but to provide Apple devices for two reasons: security and the availability of Apps. The mapping App and Committee papers app provided at the time were only available on iOS. The choice of Apple was also the preference of ICT's portfolio holder at the time.

3.2　The iPads currently used by Councillors are a mixture of devices but the most prevalent model is an iPad Air WiFi & Cellular 32GB. These were purchased with an expected lifespan of four years (the duration of the Council), this was based on the evolution of technology, battery life and that Apple stop providing software updates for older models. This was built into the IT replacement programme and budgetary provision has been made for this.

3.3　The Councillor IT Working Party have reviewed this provision ahead of the election next in May 2019 and they support maintaining the flexibility of a mobile tablet device, recognising that many members also had a laptop or PC at home for accessing Microsoft Office 365 if they chose to do so.

3.4　Although maintaining a tablet was the working parties consensus, whether that is an Android device or an Apple device is less clear cut. Nevertheless there are a few items for consideration:

- With the loss of the mapping App, then the requirement to choose Apple is removed;
- In terms of security iOS vs Android, it is still stacked heavily in Apple's favour: There is more malware aimed at Android devices, it gets through more often, and security updates are slower in rolling out (not least because Google's hardware partners are involved as well as Google). Apple devices aren't invulnerable to hacking attempts, but they are much more tightly locked down, and you don't have to worry about security quite so much. While Android security has improved; buy from a reputable vendor, stick to the Google Play Store, apply some common sense, and you'll probably be fine—but it's fair to say you do need to be a little more on your guard. Given this, and given the broad spectrum of IT capabilities of members, some members may feel more reassured when using an iOS device.
- Anecdotally, the ICT Helpdesk does have less issues with Apple devices than Android and this is believed to be because the Apple devices and locked down tighter whereas the Android devices tend to be re-skinned by the vendor. Again, given that members tend to use their devices outside of the Helpdesk support hours, and that there are very few calls relating to the operation of Apple devices, members may consider this another benefit.
- It could also be suggested that both an iOS and Android based device are offered to Councillors for them to choose from. However it is most cost efficient to support a single type of device (through less training and sundries required) and the iOS platform is considered to be more intuitive when supporting a broad range of IT skills.
- In terms of price, there is a need to be very careful when comparisons are made. Clearly you can buy some very cheap Android devices, and that is one of their benefits. However, you do need to be mindful of build quality and processor power. Therefore, depending on the Android model, iPads are not vastly more expensive.

3.5　Based on the above, the Working Party were of the view that the new device should be iOS (Apple) based product. They then considered the size of the device to be provided but after consideration of cost they were of the view that the 9.7inch model provided the best value for money for the needs of the Councillor. They also recognised the cost benefit in purchasing devices, which if needed, could take a sim card (i.e. make it a cellular device) to enable

Councillors to access information when they did not have a wifi connection. This allows flexibility within other decisions that needed to be taken.

3.6   The Working Party considered in great detail the need for Councillors to be able to use their iPad and have a data connection at all times (through wifi or 4G) to enable them to work effectively. Considering the information available, including feedback from Councillors, the majority of Councillors work is completed on a wifi network either at home or within the Town Hall/Riverside House. The Working Party recognised the need for Councillors to attend meetings in other venues but that the information could be downloaded to the Council owned device and accessed at the venue without need for a network connection. They looked at the level of data usage by Councillors who currently had 4G access and the two key user groups were the Leader and those Councillors who work. The Working Party recognise the need for the Leader, Portfolio Holders, Committee Chairman and Group Leaders to be in regular contact with officers over various matters and that the current budget only allowed enough for 31 Councillors to have 4G access. Therefore they considered the approach outlined in recommendation 2.2 was the best way forward at this time.

3.7   A significant amount of data is already available for Councillors to access via their Council device and account as set out at Appendix 1 to the report. Progress has been made in enabling further information to be accessed, for example the intranet. In discussions with the Councillor ICT working party it has been established that further areas shall be investigated for making available via the mapping tool as well as a homepage for members to use as a sign post to various council services such as the constitution. These also listed at Appendix 1 and will be detailed within the 2019/20 ICT Services Digital Work Programme, considered elsewhere on this agenda.

3.8   The Council makes its Committee papers (including those confidential ones) available to Councillors on Council devices through a secure app. The app provides the ability for annotation, in a number of ways, on any agenda by the individual member. This is going to be promoted to all Councillors (with a WDC device) in January 2019 following an upgrade to the system and the server it sits on. This is with the view of the Working Party that more Councillors should be using electronic agendas instead of paper based agendas. In doing this it contributes to the Council being more sustainable through reducing printing and paper consumption (a cost of £4900 per annum) but also the reduction in road miles an agenda travels to be delivered) and reduces the cost of postage to the Council (£3800 per annum).

3.9   With the increased information available to members there will need to be regular support and training opportunities for members throughout the life of the Council 2019-2023. These will be considered and built into the Member Development Programme for the future years to help members get the most benefit from the information available to them.

3.10   There will be some residual level of value for the device and those current Councillors who either do not seek election or who are not re-elected may wish to keep the device. There may be some spare devices and it is considered appropriate these are offered to staff to buy with those interested being selected at random via a draw. It is considered that £150 would be a reasonable sum of money for this and this would contribute to the provision of any new iPads. The Council is content for the devices to be sold in this way but the device would need to be reset first by the ICT Services Team to ensure all

Council data is removed and also to remove the applications which manage the device for the Council.

3.11 It is considered that any printers that have been allocated to Councillors will now be life expired as some are nearly eight years old. Again Councillors who either do not seek re-election or who are not re-elected may wish to keep them but this will be without charge and those that do not want to keep them can pass them to the Council for disposal, in line with our Waste Electrical Equipment procedure.

3.12 The Executive has previously agreed not to provide printers to Councillors unless there was a specific personal reason for them requiring one. These cases are considered in consultation with the relevant Group Leaders. This approach does not need to change except that decision should be taken in consultation with the Councillor ICT Working Party.

3.13 The Councillor IT Working Party has been an exceptionally useful working party for resolving issues and considering both the detail/strategic issues of IT provision to members. It is considered that this Group should continue after the election with a view to meeting more often (if necessary in a virtual setting) to not only to continue the development of IT for members but also to act as advocates for the technology being used.

3.14 The secure handling of data is an important area of good governance for the Council, not only the personal information Councillors handle but also the commercially sensitive information. Consideration has been given to this matter and officers are mindful that Councillors use their own device to access Council information and also have paper copies of information with no guidance on destruction of these. The policy is being developed between the Councillor IT working party and the Information Governance Manager for the Council.

3.15 It was recognised that Councillors are permitted to use their own personal device to install some apps and therefore there should be no restriction in them using their WCC device in a similar manner if they so wished.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	**Services**	**Money**
External		
Health, Homes, Communities	**Green, Clean, Safe**	**Infrastructure, Enterprise, Employment**
Intended outcomes: Improved health for all	Intended outcomes: Area has well looked	Intended outcomes: Dynamic and diverse

Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Not applicable	Not applicable	Not applicable
Internal		
Effective Staff	**Maintain or Improve Services**	**Firm Financial Footing over the Longer Term**
Intended outcomes: All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Intended outcomes: Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	Intended outcomes: Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
	The report looks to the needs of the new Council due to be elected in May 2019	*The report brings forward proposals that are within current budgets but empowers councilors to provide more information direct too their constituents.*

4.2 **Supporting Strategies -** Each strand of the FFF Strategy has several supporting strategies and the relevant one for this proposal is the digital transformation strategy. The aim of this report is to act as an enabler for Councillors to work with improved information that reduces their need to contact officers.

4.3 **Changes to Existing Policies -** There are no proposed changes to existing policies.

4.4 **Impact Assessments** – An assessment is not required because no revision in service is proposed and the additional features will have their own assessment undertaken as part of their development.

5. Budgetary Framework

5.1 There is no impact on the budgetary framework.

5.2 The report proposes drawing down £16,500 from the ICT equipment renewal reserve.

6. Risks

6.1   The most significant risk associated with the decisions of this report is not knowing the outcome of the 2019 District Council elections. This is because the new Council may wish to undertake a significantly different approach to work for the Councillors. However the decision needs to be taken at present based on current understanding to enable the provision to be in place for the arrival of the new Council.

7.   Alternative Option(s) considered

7.1   The Councillor IT working Party considered a number of options in respect of IT provision to Councillors, the significant ones of these are set out within the reasons for the recommendation.

7.2   The iPads currently provided to Councillors have a residual value on the open market of between £100 and £180 depending on the condition and warranty offered. Therefore, more money could reasonably be requested for the sale of the iPad but because these have already been recognised as surplus, it is considered the smaller price reflects the lack of a warranty offer and the condition they are in.

7.3   The working party has considered charging for the printers however they are would be of minimal value (circa £5) and processing the payment would cost more than the income received.

7.4   An option could be to provide Councillors with an allowance to provide their own device – Bring Your Own Device (BYOD). However, this approach is fraught with a number of issues. Firstly, the Council needs to ensure that all Councillors have access to appropriate systems to undertake their role. Depending on the device chosen by the Councillor, this could not be guaranteed. Therefore, providing an approved Council device on which all proposed solutions are tested guarantees this. Secondly, allowing numerous devices could provide additional support demands on the ICT Service if they were required to get an application working as it was the Councillors only device. The current approach requires ICT to get the necessary functionality working on an approved Council device and ICT will use best endeavours to help Councillors to access systems from a personal device.

8.   Background

8.1   The Executive will recall the Councillor IT Working Party was formed following the last election because of concerns about the IT provided to Councillors. This focussed on the on the concerns raised by new Councillors regarding diary invites/information and along with security and general functionality. These were worked through by the Working Party to enhance the service provided within the recognised constraints.

8.2   The Executive will be mindful of the use of Office 365 to enable the Councillors to work online to produce letters, spreadsheets and emails. However the system also has the potential for sharing of information and collaborative work. Small steps have been taken in this area by Planning Committee (seeing the presentations) and also with Executive/CMT considering draft Executive reports together via a shared portal.

Current Data sets available to councillors electronically

Planning Data
- Ancient Monument
- Conservation Areas
- Green Belt
- Listed Buildings
- Tree Preservation Orders
- Planning Applications (By year back to 2010)

Licencing Data
- Food Hygiene
- Gambling Act
- Premises Licences
- Sex Establishments
- Street Trading
- Temporary Event Notices

Electoral Data
- Polling Districts
- Polling Stations
- Ward Boundaries
- Parish Boundaries
- Town and Parish Wards
- Parliamentary Constituency Boundaries
- Electoral Divisions

Miscelaneous data
- Staff Alert List
- HiMO (licensed and non-licensable)

Additional data areas to be explored
- CIL
- S106
- Missed bins
- Repairs outstanding on council properties
- Repairs completed on council properties