CARDIFF COUNCIL
CYNGOR CAERDYDD

DEMOCRATIC SERVICES COMMITTEE: **2 October 2013**

REPORT OF THE CLERK AND MONITORING OFFICER

AGENDA ITEM: 4

ICT PROVISION FOR MEMBERS UPDATE

Reason for this Report

1.   To update the Committee on progress with the roll out of ICT devices which would help Members be less reliant on paper and allow them to work in a more mobile way.

Background

2.   The Council's Corporate Plan 2013-17 includes the commitment to look at "new ways of delivering services" and specifically mentions the example of using technology to assist the Authority in becoming a "paperless council", which would generate savings on paper and printing costs.

3.   The Democratic Services Committee has previously established a Task and Finish Group to consider the current provision of ICT facilities to Members and proposals for moving to a paperless council via the provision of new technology. The Task and Finish Group reported back to the full Committee in January 2013 and recommendations were made subsequently to Council on 28 March 2013. At this meeting, Council resolved *"that the report be referred back to the Democratic Services Committee to allow for further consideration of the proposals in light of Members views."*

4.   In June 2013 the Committee made further recommendations:

   a. to delegate authority to the Interim Head of Democratic Services, in consultation with the Chair of Democratic Services Committee and the Section 151 Officer, to implement the provision of each Member's preferred option for ICT equipment and facilities.

   b. agree that, further to the implementation of the recommendation above, all Committee and Council papers and routine correspondence will be circulated electronically unless a Member makes a specific request to Committee & Member Services or the Cabinet Support Office to receive hard copies of documentation.

5.   These recommendations were endorsed at Council on 27 June 2013

Issues

6.   A Project, which involves purchasing mobile devices and equipment, setting up new security protocols and training was all set up to start this month.

7.   However, the recent ruling from the UK Cabinet Office which regulates ICT security across the UK public sector has created a new risk for the Project. It means we are urgently reviewing the specification of the devices we were about to purchase.

8.   The Council is currently accredited to connect to the national Public Sector Network (PSN). This network joins a wide variety of public sector and national government agencies together, enabling data to be shared securely. It is required to ensure you will be able to work remotely with new devices. The UK Cabinet Office have recently started a new 'Zero Tolerance' policy for Public Sector Network (PSN) connectivity with much of the recent issues focusing on so called 'managed' and 'unmanaged devices'. In essence managed devices are considered to be council owned and controlled and unmanaged devices generally non-council owned or controlled.

9.   Due to these external changes in policy, ICT are :

  - Re-evaluating the current remote access provided to all users
  - Re-evaluating the proposed access model for Members as part of the Members ICT refresh project
  - Reviewing whether there is a need to remove ad-hoc remote access from staff, or at minimum review and update the current control mechanisms and arrangements
  - Reviewing wireless access within Council buildings and potentially tighten controls further.
  - Assessing whether ICT are required to completely remove external webmail access (Cardiff Webmail).

10.   There is no need to make any immediate changes to the current setup and ICT will perform a review of access models urgently. Once the Council receives further confirmation on acceptable models of access an update on any changes required and the impact of these changes will be provided.

11.   Although this delay will cause inconvenience for members who have been patiently waiting to move to a different way of working, it is important that we purchase the correct new equipment so that we provide best value for money.

Reasons for Recommendations

12.   To update the Committee on the way forward with the roll out of ICT for Members to ensure that they are fully able to fulfil their duties and to contribute to the Corporate Plan commitment to look at new ways of delivering services through the development of a paperless council.

<u>Legal Implications</u>

13.   The Committee's statutory terms of reference include keeping under review the provision of resources made available to the Head of Democratic Services to discharge democratic services functions. They also include making reports and recommendations to Council in relation to the adequacy of such provision. The Council has a duty to ensure value for money when procuring goods and services.

<u>Financial Implications</u>

14.   The business case for the provision of ICT facilities to members is based on an invest to save scheme with the initial cost of the equipment and other facilities being financed from reductions in the cost of printing and other associated revenue budgets. This previously identified a saving over a five year period. The business case will continue to be reviewed to take account of changes to requirements or other issues such as access to information. There is a risk that changes to the requirements may increase costs. If this occurs then any additional costs would have to be met from within existing Council budgets or by a drawdown from reserves.

RECOMMENDATIONS

The Committee is recommended to note the contents of the report:

Marie Rosenthal
COUNTY CLERK AND MONITORING OFFICER
23September 2013

The following background papers are relevant to this report:

- Council Report, 27 June 2013 - Paperless Council Proposal
- Democratic Services Committee Report 19 June 2013 – Paperless Council Proposal
- Council Report, 28 March 2013 – Democratic Services Committee Proposal: ICT Provision for Members
- Democratic Services Committee Report, 22 January 2013 – ICT Provision for Members: Business Case
- Independent Remuneration Panel for Wales Annual Report 2012