

DEMOCRATIC SERVICES COMMITTEE:

2 April 2014

AGENDA ITEM:

NETWORKED MEMBERS ICT PROJECT – UPDATE AND LAUNCH

REPORT OF THE COUNTY CLERK AND MONITORING OFFICER

Reason for report

1. To update the Committee on progress with implementing the resolution of full Council on the 27 June 2013 to provide ICT devices (Tablets and smart phones) to save money and ensure proper up to date support for Members and to enable them to be less reliant on paper and work in a more mobile way.

Background

2. At its last meeting the Committee agreed a revised specification to supply Members with a Windows 8.1 Tablet and a 3G Smartphone (Samsung Galaxy Ace 3) with Good Messaging software. This revised specification provides improved member applications in relation to emails and a further cost saving. The Windows Tablet has greater storage capacity than the original iPad specification and allows better access to emails over the internet. They will also allow members to read and annotate documents at Council meetings, avoiding the need to use paper copies. The transition to a Windows based Tablet will also be easier for all Members as they use the Windows operating model on existing council provided personal computers and laptops.
3. The business case provides for members to join the project by agreeing to replace all existing council provided ICT equipment and telephone land lines with broadband and replacing this set up with new Tablet and smartphone.
4. It was also agreed that there was sufficient flexibility in the business case to allow members the opportunity of choosing to retain existing landlines and broadband (in extenuating circumstances) or just opt for the new Tablet.

5. The new equipment and software has been acquired and, all things being equal will be ready to roll out in May with training and induction to Members to follow.

Project Launch

6. 40 members have now confirmed they wish to participate in the Project; 33 wishing to move entirely to mobile working and 7 opting just for the Tablet.
7. It is therefore proposed to launch the Project on Tuesday 29 April with these 40 participating members. An event has been developed as set out at Annex A with Public i who provide the council's webcasting facilities.

FINANCIAL IMPLICATIONS

8. The business case for the revised specification indicates a potential saving of £124,124 over a three year period. If PSN accreditation is received in May 2014, the additional revenue costs to enable mobile data on the Tablet will reduce the saving to £83,204 over the three year period.

DELIVERY PLAN

9. All Members participating in the Project will be offered an initial set up meeting to ensure continuity of service and support as the new equipment is provided. Members will have to return existing ICT equipment in exchange for the new set up.
10. An updated members ICT protocol will be devised to deal with damaged and lost equipment, appropriate insurance provision and compliance with security standards and data protection.
11. Training will be provided on an individual basis as part of the set up as required with small group follow on sessions being provided on a regular basis. A review of the implementation will be reported to the Democratic Services Committee during 2014/15.

CONCLUSION

12. Members remain committed to working in a more efficient mobile manner making increasing use of new technology and the internet. Delaying the implementation to ensure a PSN secure specification has caused some inconvenience and additional cost in continuing the current arrangements.

RECOMMENDATION

It is recommended that the Committee notes the current position and approves the approach to delivery and implementation.

BACKGROUND PAPERS

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

Cardiff Networked Councillor – Launch 29 April 2014 tbc

Overview

Digital engagement is not just about using social media, is about working with the public in different ways. For councils and councillors where there is not a strong existing culture and/or experience of digital engagement, this day is an opportunity to gain an overview the subject of working in a networked way with communities and the digital environment. This day will cover the key findings of the Networked Councillor research and opportunities to discuss how they relate to your authority. This day is suitable for all, councillors and officers, and requires no technical expertise.

Following the event members will understand the aims of the networked councillor project, and how this fits with the Councils aim to become a paperless council. The session will also demonstrate how the project supports the developing networked councillor and public engagement strategies as part of the ‘one council’ approach.

The day will involve a mix of presentations and active discussion.

Example day

Time	Topic
5 mins	Introduction and Welcome by Chair of Democratic Services
15 mins	‘One Council’ What are the key priorities for Cardiff City Council? Leader of the Council
45 mins	Networked councillor presentation and launch <ul style="list-style-type: none"> • Welcome message from Colin Noble, Deputy Leader Suffolk • Introduce the research findings • Raise awareness of the 6 month pilot project for members which will see them develop their technical and social skills in order to use social media to build on their existing community network. Q& A opportunity
45 mins	How does this connect with priorities? Table top discussion with members (guiding questions to be put on each table) Feedback
15 mins	What do we know already? <ul style="list-style-type: none"> • To receive an overview of the digital footprint for Cardiff to understand the extent of community activity already taking place • Examples of what is possible

45 mins	<p>What is the role of the member? What could it be in the future?</p> <ul style="list-style-type: none"> • Invite Members to consider how their role is likely to need to develop going forward in the light of the challenges and opportunities of a digital and networked world. For example, what skills they are likely to need and what skills they are likely to need to develop in the future. <p>Table top discussion with members (guiding questions to be put on each table) Feedback</p>
20 mins	<p>What role do others play?</p> <ul style="list-style-type: none"> • Digital assets already in the org • Digital leadership offer
10 mins	<p>What next? County Clerk and Monitoring officer Close</p>