

NOTES FROM THE ICT SUB GROUP OF 17TH DECEMBER 2007

Present: Councillors K Hitchen, Chairman; M McVeigh; P Whalley;

Officers: C Lloyd, Business Development Manager; M Stroud, ICT Technical Support Leader; N White, Scrutiny Officer; C Willoughby, Member Services Technical Support Officer.

L Murphy, Chief Executive - Agenda Item 5 - Corporate Improvement Board

Apologies for Absence

An apology for absence was received from Councillor Mrs W Metherell.

ICT 7 Corporate Improvement Board

Members received an update from the Chief Executive on the Corporate Improvement Board.

It was noted that the Board is responsible for the strategic IT plan and would be reporting back to the Executive and/or Full Council as and when necessary. A questionnaire to Members had already been issued.

However the ICT Sub Group would continue to look at Technical IT improvement issues and report back to the IT Project Board.

Members were also advised that the IT Project is developing the new Website and the Website Working Group would report back to the ICT Sub Group at a future meeting.

The Sub Group felt that it would be useful for a member to be a part of this group and agreed that this should be Councillor P Whalley with Councillor M McVeigh as his deputy.

It was **AGREED** – that the ICT Sub Group link with the Website Working Group be Councillor P Whalley and Councillor M McVeigh be his deputy.

ICT 8 Sharepoint

Members received a demonstration of the Sharepoint (Information Sharing) System from the ICT Technical Support Leader and were advised that the system was being piloted by the Planning Department.

It was noted that the IT equipment being used by all members of the ICT Sub Group was not the latest available and it was felt that it should be updated.

It was **AGREED** – that (a) the Democratic Services Manager be approached to request that the ICT Sub Group IT equipment be upgraded;

- b) the ICT Sub Group be set up on Sharepoint at the next meeting; and
- c) the Head of Policy Performance provide feedback on Gershon to a future meeting and how Sharepoint could make future savings.

ICT 9 Webcams

Members received a demonstration of a Webcam from the ICT Technical Support Leader.

It was noted that Webcams cannot currently be used through the secure portal, but at a cost of approximately £10k the portal could be upgraded.

It was further noted that Webcams could be of benefit between Members.

It was **AGREED** – that members of the ICT Sub Group would be set up with Webcams as a pilot before considering roll-out to all members.

ICT 10 IT Usage / Accessibility

Members received details of the IT usage per Member between the 1st and 13th December 2007 in the form of a spreadsheet, which highlighted how many were accessing their Council e-mail address from their laptops. Members discussed the observations in detail.

It was **AGREED** – that (a) the ICT Sub Group study the results further and identify ways to encourage other Members to use their laptops;

b) a list be made available to the group showing those Members who had a laptop and those who did not; and

c) a letter be written to those Members, who have a laptop, but do not read their e-mails to encourage usage.

ICT 11 ICT Strategy Update

Members were advised by the Business Development Manager that a total of 120 staff/Members had enrolled for the European Computer Driving Licence.

The Group were also advised that the Audit Commission's 'Your Business at Risk' survey will be considered at a future meeting.

ICT 12 ICT Service Level Agreement Update

The Business Development Manager advised the group that a draft Service Level Agreement had been issued and feedback received.

It was noted that customer prioritisations regarding response times were being addressed and the feedback would be taken into account and a further draft document issued for comment to the Sub Group via e-mail.

From comments already received it is probable that the name of the document will be amended.

ICT 13 IT User Group Update

It was noted that a meeting of the IT User Group had not taken place since the group last met however Members were advised, it was noted that there was an intention to arrange the next IT User Group meeting early in the new year.

ICT 14 Members Communications

The ICT Sub Group was advised by the Business Development Manager that Members of the Executive were to be issued with a 'Blackberry' as a pilot.

The Group noted that they had not seen a business case nor discussed this prior to them being purchased and considered that the terms of reference of the Sub Group included assessing Members use of IT. In light of this, the Sub Group requested that the results of the pilot be given to the Group in 6 months time to assess whether the pilot could be extended to other Members of the Council.

It was **AGREED** that the results of the pilot be given to the Sub Group for consideration in 6 months.

ICT 15 Date of Next Meeting

It was **AGREED** that a) the next meeting of the Group will receive updates on Webcams and Sharepoint only; and

b) the meeting be held on Friday 11 January 2008 at 2:00pm in the Bainbridge Room.

The meeting closed at 4:10pm

Signed by Chairman