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| <b>MEETING</b> | <b>Democratic Services Committee</b>  |
| <b>DATE</b>    | <b>11/12/2012</b>   |
| <b>SUBJECT</b> | <b>Information Technology</b>   |
| <b>PURPOSE</b> | <b>Update on the situation with regards to distributing the i-pads to elected members</b> |
| <b>AUTHOR</b>  | <b>Councillor Dewi Owen<br/>Chairman, Democratic Services Committee</b>                   |

### **What is the current situation?**

- 1.1 Since the elections on the 3rd of May, 2012, Gwynedd Council has moved towards being a Council which communicates (as much as possible) through electronic means. This promotes accessibility to the information available, ensures information is received timely and swift, and reduces costs. The Council has made a commitment to offer personal electronic devices to elected members.
- 1.2 Since its report to the Council on 4th October, 2012, the Council has offered and provided i-pads for the elected members who wish to receive the devices.
- 1.3 The current situation is as noted below:
  - Devices have been received / using own devices 66
  - Have expressed an interest, an additional introduction session to be arranged 4
  - Unsure whether they wish to receive an i-pad 2
  - Do not wish to receive an i-pad or the provision is not suitable for the individuals 3
- 1.4 In addition to the introduction sessions, a few 1 to 1 sessions with individual members have also been held, with the intention of providing
  - a) Follow up sessions, a chance for members to ask for more information as to how to make the best use of the i-pads (optional) and
  - b) Making the best use of the website
- 1.5 From the above, it is noted that a maximum of 5 (possibly less) who do not currently wish to use the devices.
- 1.6 In order to move forward with the best use of our resources, it is recommended that most correspondence and meeting requests will be sent to members by electronic means.
- 1.7 The 5 individuals will receive paper versions. Note that members of the public are welcomed to attend public meetings, and therefore it is good practice to ensure hard copies of committee papers are available for them. Copies for the 5 will be produced concurrently.
- 1.8 In addition, a note will be sent to the council services informing them of the following
  - Electronic communication with 69 members
  - Hard copies of all communication to 6 members (stating their names)
  - A reminder to ensure communications are in pdf format
  - A reminder that messages must not be larger than 2MB
  - Whilst arranging meetings, ensuring that a wi-fi connection is available, otherwise noting clearly that there is no wi-fi provision and therefore documents must be opened prior to arrival at the meeting (hence saved on the i-pads).

## 2. **Recommendations**

- 2.1 It is recommended that the Democratic Services Committee approves the following:
- most correspondence and meeting requests will be sent to members by electronic means, with the remainder receiving hard copies.
  - A note be sent to the Council officers with regards to the above as mentioned in 1.8