

| | |
|----------------|--|
| MEETING | Democratic Services Committee |
| DATE | 10 March, 2015 |
| SUBJECT | Elected Members Information Technology requirements |
| PURPOSE | Present an update |
| AUTHOR | Geraint George, Head of Democratic Services |

Development requirements – training on the i-pads

1. A number of comments have been made by elected members for the need for further Training on the use of the i-pads. This was raised during the Personal Development Reviews, during an informal Training session for Cabinet members, and during a number of informal conversations with members. The Council's Training Unit and IT Department have held a number of sessions over the years, and a number of members noting that they have been very beneficial.
2. By now, members are asking for further training on the i-pads with a view to making better use of the technology provided eg how to file information and so on.
3. The IT Department have contacted Mr Robin Williams, Headteacher of Llanrug Primary School to provide further Training for elected members. Llanrug Primary school have been at the forefront of developments with using this technology, and bring specialist knowledge from the user's perspective.
4. Two possible dates have been identified for a pilot session (18 or 25 March) with arrangements currently under way to invite elected members. The session will be limited to approximately 10 members in order to ensure we get the most out of the session and are better able to assess its suitability.

Word processing on the i-pads

5. The Committee will recall that they requested word processing facilities on the i-pad in order to facilitate their work. It was decided to undertake a small pilot to trial the use of the word processing app to ensure its suitability for other members.
6. A verbal update report will be given to the Committee on this issue.

Additional requirements by elected members for it purposes

7. At the beginning of the Council term in 2012 the elected members were presented with i-pads in order to facilitate their work and bring a saving to the Council by reducing printing and posting costs.
8. The majority of members have learned to use their i-pads during this time, with a high number very comfortable with the new technology. Alternative arrangements are in place for those not using the i-pads. Recently, due to the success of the i-pads, a number of members have requested that they are able to access the information (ie their e-mails) through various other devices. The requests include:
 - Access to Councillor e-mails from home
 - Access to the Councillor e-mails from mobile phones
9. At the same time, the Council's IT department have reviewed and changed the Council's systems in order to ensure safety of information. These changes have led to a cost being incurred should anyone require any additional access to the access provided on council i-pads (there is a set-up cost of approximately £30 and an annual cost of approximately £30).
10. Whilst we agree in principle that any additional access would benefit the members and make life easier, it is recommended that the Democratic Services Committee refuse any requests at the moment, and re-assess the situation following the additional i-pad training (noted in 4 above).