

**REPORT TO THE PERSONNEL, LICENSING
AND ADMINISTRATION COMMITTEE**

Report No. 9

Date of Meeting	15th March 2007
Title of Report	Member ICT Policies
Link to Corporate Priorities	<ul style="list-style-type: none"> • To be “The Council in your living room” – a visible presence, increased communication and ability to access services from the home. • To be used as an information resource. • To deliver easily accessed services for the whole community. • To deliver refocused the services provided to meet the changing population profile. • To ensure that people of all ages have a strong voice in the community.
Public Report	Yes

Summary of Report

In preparation for the elections in May 2007, changes have been made to the Member ICT Policies.

Officer Recommendations

That the Personnel, Licensing and Administration Committee adopt the Member ICT Policies attached as Appendix 1, 2 and 3 to this report.

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
Yes	Yes	Yes	None	None

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1. Introduction

- 1.1. Member ICT Policies have been reviewed and amended in preparation for the May 2007 elections.
- 1.2. Consultation with Members took place during Member ICT Workshops from September through December 2006. Additionally a Member ICT Policy Officer Working Group, with representatives from Finance, Legal, ICT Services, Audit and a Strategic Manager, was formed to review and make recommendations for amendments to these policies. Further, the Member ICT Policies were discussed at the Member Development Group meeting on 25th January. The Member Development Group recommended that these policies be approved by the Personnel, Licensing and Administration Committee with the amendments as listed in this report.

2. Options and Options Appraisal

- 2.1. Option 1: that the policies be approved as recommended.
- 2.2. Option 2: that the policies be amended and approved.

3. Background Information

- 3.1. The original Member ICT Policies were approved first by the Joint Member Officer Working Party on Information Technology in 1999 and 2000 and again by the Information Technology Panel in 2000 and 2001. They also were simultaneously discussed at the Members' Training Co-Ordinators' Group.
- 3.2. Changes to the policies are as listed below:
 - 3.2.1. In the Agreement for Member Use of Private IT Equipment, there has been a change to the minimum specification for the equipment. This is found in paragraph 6.1.
 - 3.2.2. The Disposal of Redundant Member Loan Equipment Policy 2007 is a new policy to help with forthcoming issues.
 - 3.2.3. The changes to the Loan Agreement for Members 2007 are as follows:
 - All of paragraph 3. 1."The repair of any damages outside of normal wear and tear, as deemed by the ICT Services Team Leader to be through neglect and misuse, will be charged to me. Payment for such repair work will either be retrieved from my councillor's allowance or be invoiced to me by North Wiltshire District Council. "
 - Addition to paragraph 12. 1."All equipment is to be returned or removed within two weeks of ceasing to be a councillor."
 - The addition of paragraph 13. "I understand that this agreement is part of the Information Management and Data Security Policy and that I must make myself and abide by the whole Information Management and Data Security Policy." (This will be included in all future ICT Policies.)

4. Financial Implications

- 4.1. As the Council has a responsibility to be financially prudent, the changes in these ICT policies will safeguard the assets of the Council on loan to members and reduce the need for additional spend not covered by the Council's insurance policy. Also, by proposing a flat-rate charge for the acquisition of redundant member ICT equipment,

the Council is recouping some of the costs of equipment provision, whilst enforcing an environmentally friendlier option of reuse of equipment rather than disposal.

5. Legal Implications

- 5.1 These policies put a duty of care on individual members to take reasonable care of Council owned loan ICT equipment as well as to uphold the Council's Information Management and Data Security policies.

6. Community and Environment Implications

- 6.1 Offering the Member using the redundant piece of loan equipment at an agreed cost reinforces the Council's commitment to recycle and reuse resources rather than disposing of them.

7. Risk Analysis

- 7.1 There is a low risk that members may not wish to make use of Council loan ICT equipment, should the recommendations be accepted.
- 7.2 If the recommendations are not accepted, there is a high risk of ongoing expenditure by the Council to replace equipment that has been damaged outside of normal wear and tear.

Appendices:	<ul style="list-style-type: none"> • Appendix 1 - Agreement for Member Use of Private IT Equipment • Appendix 2 - Disposal of Redundant Member Loan Equipment Policy 2007 • Appendix 3 - Loan Agreement for Members 2007
Background Documents Used in the Preparation of this Report:	<ul style="list-style-type: none"> • Existing Member ICT policies • Notes from Member ICT Workshops • Officer's notes

Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
<ul style="list-style-type: none"> • 1 	Member Development Group, 25 th January 2007	