

**Cheltenham Borough Council**  
**Overview & Scrutiny Committee**  
**12 January 2015**  
**Scrutiny Task Group Review – Members ICT**  
**Covering Report**

<b>Accountable member</b>	Councillor Matt Babbage, Chair of Scrutiny Task Group
<b>Accountable officer</b>	Rosalind Reeves, Democratic Services Manager
<b>Executive summary</b>	At its meeting on 3 November 2014 Overview & Scrutiny Committee commenced a review of Members ICT. A Scrutiny Task Group was set up and the findings and recommendations of that Group are set out in detail in the attached Scrutiny Task Group Report.
<b>Recommendations</b>	<p><b>That Committee endorses the recommendations set out in the Scrutiny Task Group Report and recommends to Cabinet that:</b></p> <ol style="list-style-type: none"> <li><b>1. the Members’ ICT Policy is endorsed and publicised to all Members, thereby demonstrating Cabinet’s support for the move to paperless meetings</b></li> <li><b>2. the recommendations in respect of Members signing up to the policy before accepting a council iPad (including the retrospective requirements) should be implemented by Democratic Services Manager,</b></li> <li><b>3. the recommendation regarding encouraging Members to participate in training and development designed to enhance their use of ICT equipment and applications provided is taken forward by the Cabinet Member Corporate Services in liaison with ICT and Democratic Services,</b></li> <li><b>4. the recommendation regarding Members’ ICT provision being kept under review in order to take advantage of new developments in technology is taken forward by the Cabinet Member Corporate Services in liaison with ICT and Democratic Services.</b></li> </ol>

<b>Financial implications</b>	<p>The financial implications of the review are included in the attached report. There is a clear business case moving from paper copy for accessing committee papers to using iPads. If Members embrace the change, there could be printing savings in excess of £4,000 per annum.</p> <p><b>Contact officer: Mark Sheldon, mark.sheldon@cheltenham.gov.uk, 01242 264123</b></p>
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<b>Legal implications</b>	No legal implications arising from the recommendations. <b>Contact officer: sarah.halliwell@teWKesbury.gov.uk, 01684 272692</b>
<b>HR implications (including learning and organisational development)</b>	No HR implications arising directly from this report <b>Contact officer: Julie McCarthy, HR Manager julie.mccarthy@cheltenham.gov.uk</b>
<b>Key risks</b>	As set out in the report
<b>Corporate and Community Plan implications</b>	
<b>Environmental and climate change implications</b>	The move to paperless meetings delivers a financial saving on paper, but the environmental benefit is less clear since it is influenced by sourcing, manufacturing processes and energy use.  <b>Gill Morris, Client officer, gill.morris@cheltenham.gov.uk</b>  <b>Tel: 01242 264229</b>
<b>Property/Asset Implications</b>	The use of iPads in meetings will be reliant on Wi-Fi facilities being available in the meeting rooms.

## 1. Background

1.1 As set out in the report

## 2. Reasons for recommendations

2.1 The Overview and Scrutiny Committee were requested to set up a scrutiny task group to review the Members ICT policy and the business case for iPads.

## 3. Alternative options considered

3.1 There are a number of options to Members and the council and these are set out in the report.

## 4. Consultation and feedback

4.1 The Cabinet Member Corporate Services was involved in the review and Members views on ICT support has been sought.

## 5. Performance management –monitoring and review

5.1 The roll out of Members ICT will continue to be monitored by Democratic Services in liaison with ICT.

<b>Report author</b>	<b>Contact officer: Rosalind Reeves, Democratic Services Manager, Rosalind.reeves@cheltenham.gov.uk, 01242 77 4937</b>
<b>Appendices</b>	<ol style="list-style-type: none"><li>1. Risk Assessment</li><li>2. Task Group report</li></ol>
<b>Background information</b>	None

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If Members do not support the move to paperless meetings then the printing savings will not be achieved and the business case for the iPads will not be realised.	Rosalind Reeves	1/12/2014	3	3	9	Reduce	Get Cabinet support for the initiative via the Members ICT policy  Get Members to sign an agreement before accepting the iPad.		RR	
	If Members are not clear on what ICT support is available they may not have the tools they require to support them in their role.	Rosalind Reeves		2	2	4	Accept	Continue to communicate to new and existing Members and offer training		RR	

**Explanatory notes**

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

**Likelihood** – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close