

EAST AYRSHIRE COUNCIL

MEMBERS SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 23 May 2001

IT FACILITIES FOR ELECTED MEMBERS

Report by Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT.

- 1.1 To request that a survey be carried out to determine the IT requirements for Elected Members.

2. BACKGROUND.

- 2.1 Currently, Elected Members have limited access to word processing, electronic mail and Internet access through shared Personal Computers (PC's) within London Road Centre.
- 2.2 In addition, some Members use their own home based PC's to remotely send and receive electronic mail messages in addition to word processing etc.
- 2.3 Other than some informal arrangements between individual Members and their Group secretaries, there is no structured or generalised approach to Members use of Council IT facilities for word processing, electronic mail communication, Internet access, or the electronic transmission of Committee agendas, papers and related material.

3. IDENTIFICATION OF IT REQUIREMENTS

- 3.1 There are various alternatives for the provision of IT facilities for Members, each of which provides varying degrees of functionality, security and flexibility, with differing costs attached to the provision and on-going support.
- 3.2 The requirements of Elected Members in respect of the aforementioned options for increased IT facilities now require to be determined. It is proposed that a survey of Elected Members is undertaken by Members Services and IT Services to determine these requirements.

4. OTHER CONSIDERATIONS

4.1 Training

It is proposed that Members will be provided with one to one training when the equipment is ready for installation.

Training will include the physical connection / disconnection of the equipment, use of the software packages, connection of the modem to the Members telephone line and remote dial in to the Council's data network.

4.2 Insurance and Fault Fixing

The Council's insurance arrangements cover the equipment within the office or in Members homes. These arrangements do not include insurance cover for the equipment whilst in vehicles or in transit.

Members would be requested to report any faults to the IT Service Help Desk for advice and resolution.

4.3 Systems and Internet Security

Implementation of all arrangements will be in accordance with the Council's e-mail and internet policy.

5. FINANCIAL IMPLICATIONS

- 5.1 Precise costs will be determined once the individual needs have been identified. Funding of £ 20,000 is currently available within the 2001/02 Democratic Process Budget for the provision of these facilities.

6. LEGAL/AUTHORITY IMPLICATIONS

- 6.1 Implementation of all arrangements will be in accordance with the Council's e-mail and internet policy.

7. POLICY IMPLICATIONS - NIL

8. RECOMMENDATIONS

- 8.1 It is recommended:-

- (i) that, a survey of Elected Members be carried out to determine individual member's requirements;
- (ii) that implementation of identified needs for Members' IT facilities be remitted to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair; and

(iii) otherwise to note the report.

Fiona Lees.
Depute Chief Executive/
Director of Corporate Resources.

14 May 2001

LIST OF BACKGROUND PAPERS - NIL

Any person wishing further information on this report should contact Malcolm Roulston,
Head of Information Technology - Tel : (01563) 576809.

AGENDA