

NAME OF COMMITTEE	Overview and Scrutiny Committee
DATE	15 January 2013
REPORT TITLE	MEMBER IT PROVISION – DRAFT POLICY
Report of	The IT Provision Task and Finish Group
WARDS AFFECTED	All

Summary of report:

To present the draft Member IT provision policy to Overview and Scrutiny for its consideration and recommendation for adoption to full Council.

Financial implications:

The Council currently has a Member IT provision budget of £15,000. The Task and Finish Group has emphasised the importance of this piece of work being at least cost neutral and it has hoped that these proposals may generate some cost savings.

RECOMMENDATIONS:

That the Overview and Scrutiny Committee **RECOMMEND** to Council that the draft Member IT provision policy (as attached at appendix B) be adopted.

Lead Member contact:

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Officer contact:

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1. BACKGROUND

- 1.1 During the review of Members Allowances at the Annual Council meeting held on 15 May 2012 (Minute CM 20 refers), consideration was given to a financial uplift to offset the provision of IT equipment to Members. Since there had been no policy decision made in respect of future IT provision for Members, coupled with the current inconsistent approach to provision across the membership, then the Council concluded that any such proposal was premature and should be deferred.

- 1.2 Having made this decision, a Task and Finish Group was subsequently convened with the following agreed terms of reference:
- *Agree the timeline for completion of this work;*
 - *To review existing arrangements and costs;*
 - *Agree a method of consultation for Members;*
 - *Explore options for a cost effective and fit for purpose solution; and*
 - *The Task and Finish Group will not have decision making powers and will report in the first instance to the Overview and Scrutiny Committee.*
- 1.3 Cllrs Baldwin (Chairman), Cann OBE, Ewings, Musgrave, Sheldon and Whitcomb were appointed to serve on the Group, which has met on five occasions and is now in a position to recommend a draft policy for approval.

2. ISSUES FOR CONSIDERATION

- 2.1 The Group produced a first draft version of a policy, which was sent to all Members in order to provide an opportunity for wider Member consultation (summary of the feedback attached at Appendix A). A number of the comments received were incorporated into the final version and the Group now feels in a position to be able to recommend that the policy (as outlined at Appendix B) should now be adopted.

3. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

Corporate priorities engaged:	In some form or another, this report is linked to all of the Council Corporate Priorities
Statutory powers:	Local Government Act 2000.
Considerations of equality and human rights:	None directly related to this report.
Biodiversity considerations:	None directly related to this report.
Sustainability considerations:	None directly related to this report
Crime and disorder implications:	None directly related to this report.
Background papers:	Council Constitution; Task and Finish Group Notes arising from the meetings held on: 24 September 2012, 15 October 2012, 5 November 2012, 20 November 2012 and 17 December 2012; and IT Policy – First draft
Appendices attached:	A. Summary of the Member responses to the consultation exercise. B. Draft Member IT Provision Policy.

STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Lack of agreement of a Policy	The Council will continue to have an inconsistent approach to its Member IT Provision.	2	2	4	↔	Adoption of a coherent policy will mitigate against this risk.	Members

Direction of travel symbols ↓ ↑ ↔