

# Cabinet

20 February 2019



<b>Title</b>	Members ICT post 2019 election		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Alistair Corkish		
<b>Cabinet Member</b>	Councillor John Boughtflower	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	Councillors are supplied with a Council owned tablet after the May 2019 election for use with Modern.Gov. Councillors are given a reduced IT allowance to cover any additional costs.		
<b>Reason for Recommendation</b>	It was always intended to re-visit the provision of Members' ICT after the election in 2019. Use of an iPad/tablet will result in efficiencies and financial savings for the Council.		

## 1. Key issues

- 1.1 The use of Modern.Gov (mod.gov) committee management system for paperless meetings is most user friendly using iPad technology (although other Windows and Android tablets work equally well).
- 1.2 The distribution of hard copy agendas and committee documents is a financial overhead as well as an administrative burden. (Committees have calculated this cost to be approx. £5400 per annum).
- 1.3 This report is to propose all Councillors use Council owned tablets with mod.gov post the 2019 election.

This follows on from a MAT report in January 2016 where we trialled the use of iPads with mod.gov for Cabinet. This trial was well received and deemed to be a success. Several Cabinet members now prefer to use their iPad for all Council communications and do not log on to the Council's network through a desktop/laptop at all.

A second trial was done in late 2018/early 2019 using Microsoft Surface Pro 6 tablets. Some Councillors preferred having the full Windows capabilities but the majority felt the iPads were easier to navigate.

- 1.4 Members ICT kit was last addressed in 2015, so it was always intended to re-visit the provision after the election in 2019. Currently Members get a £1500 up-front allowance to enable them to buy a device of their choosing. This device is expected to cover the full 4 years of their expected tenure. If a Member resigns part way through their term, the allowance is expected to be paid back on a pro-rata basis.
- 1.5 Maintenance and support of the device is down to the Member concerned and not a function of ICT.

## **2. Options analysis and proposal**

- 2.1 The proposal is that we purchase 39 non cellular tablets. The current members will be given the default option of an iPad Pro 64GB with 12.9" screen. Alternatively, they will be able to choose a Microsoft Surface Pro 6 128GB.
- 2.2 Cellular options will not be provided. Councillors will be expected to use the guest wifi at Knowle Green or their own wifi at home and will need to tether to their own smart phones if they need internet access anywhere else (where wifi is unavailable).
- 2.3 These devices will be pre-configured to connect to the Council's wifi network but the home wifi connection will need to be set up by the Councillors.
- 2.4 Training will be offered on basic use of the tablets and will include how to connect to home broadband and tethering to smart phones.
- 2.5 Each tablet will be provided with different options:  
  
The iPad Pro will come with a keyboard and case and will be engraved with 'Property of Spelthorne Council' on the back. (Total current cost £1168 including VAT)  
  
The Surface Pro will come with a keyboard, case and stylus (Total current cost £1065 including VAT)
- 2.6 All tablets will have the mod.gov app installed. The mod.gov software enables downloading of agenda documents.
- 2.7 ICT will enable push email (of the Council email account) to all the tablets. Personal email accounts can also be set up, but this will be the responsibility of the Councillor. The Council will reserve the right to auto-wipe the tablet should it be lost or stolen. It is therefore preferred the device is not used for personal use (such as personal photographs, for example) beyond anything that is disposable.
- 2.8 Citrix Receiver will be set up on all tablets. This will give access to the VDI platform on the network to use applications for Microsoft Office (Word, Excel and Powerpoint). This will also give access to the Intranet. Members will therefore no longer need to use a desktop or laptop computer for Council work.
- 2.9 Mobile print is available on all the Council MFDs. (Instruction on how to use this will be provided). An MFD printer will be situated outside the Members room. Councillors will need to provide their own arrangements for printing at home. They will need to check that any printer they buy is compatible with the tablet they have chosen.

- 2.10 All tablets will also include Clickshare. This will allow screen sharing via the projector in the main meeting rooms at Knowle Green (e.g. Council Chamber, Goddard Room). We will also provide a large monitor screen in the Members' Room on which councillors can view their agenda papers, if required.
- 2.11 All tablets will include a basic Skype for Business account. This will allow Councillors to instant message, phone, video call and screen share with internal staff and other Councillors.
- 2.12 The iPads will be added to our Meraki mobile device management software and restrictions will be applied to ensure that their usage is in line with the Council's acceptable use policy and in line with the Information Security policies : <http://spelnet.spelthorne.gov.uk/securitypolicy>.
- 2.13 The Surface Pros will be added to our Meraki mobile device management software but fewer restrictions will be applied as there is less scope to apply policies to Windows devices.
- 2.14 Whilst it is hoped that by supplying tablets, we are giving Councillors the ability to go paperless and dispense with other IT equipment for their Council work, we will continue to provide paper copies where this is specifically requested and with good reason.
- 2.15 In previous years we have given Members an ICT allowance of £1500 for the term of office. It is proposed that Councillors will continue to receive £250 as an allowance for their term of office.  
  
When coupled with the savings in printing costs, this should generate an overall saving of slightly over £30,000 over a four year term.
- 2.16 The tablets will not be covered by any council insurance policy. This is a considered risk taking into account the fact that we will provide a protective case. The cost of cover for all 39 devices would outweigh the cost of replacement devices for the anticipated number of losses or breakages.
- 2.17 Any loss or repairs due to negligence will need to be paid for by the Councillor. The Council will not carry a stock of replacement devices so, in the event of loss or damage, the Councillor will need to report it to the helpdesk and wait for a replacement to be ordered and set up.
- 2.18 Any losses or theft of devices will need to be reported to ICT or Committees immediately so that action can be taken to remotely wipe the device (where possible). Any data breaches that occur as a result of loss or theft will need to be reported to the Information Commissioner's Office (ICO)
- 2.19 All the tablets will be issued with Council asset tags. They will remain under the ownership of the Council at all times. If a Councillor's term of office ends before the full four year term, then they will be expected to return the device. The Committees team will enforce this. At the end of the four year term, the tablets will be fully depreciated and will have zero net book value. The Councillors will therefore be given the option to keep the devices, should they wish.
- 2.20 The Spelthorne helpdesk and Committees team will provide training and support on the use of devices which will be limited to wifi connectivity at Knowle Green, push email for Council email account, issues related to Citrix Receiver in conjunction with access to the Council network, Clickshare, Skype

for Business and mod.gov queries. Support will not extend to any queries relating to apps installed independently for personal use.

- 2.21 As part of the council's licensing agreement with Microsoft, councillors and staff have been entitled to buy a copy of Microsoft Office for home use (for approx. £10-12).

This benefit is currently not available (due to an error at Microsoft) and we are talking with account managers to see if they will be able to restore the benefit. Assuming they can, then councillors who opt for a Windows Surface Pro will have the opportunity to have the Microsoft Office home use programme installed and the cost will be added to their allowance.

Office 365 subscriptions will not be provided, irrespective of the availability of the home use program.

- 2.22 Councillors with the Windows Surface Pro will be issued with a bluetooth or wireless mouse. Battery replacements for the mice will need to be supplied by the councillors.

### **3. Financial implications**

- 3.1 There will be savings on the provision of the Members' ICT allowance. The total cost will be reduced by £50,100. (39 x £1500 = £58,500. Revised allowance will be 33 x £200 plus 6 x £300 = £8,400 (based on estimate of 85% take up of iPads and 15% take up of Surface Pros)).

- 3.2 There will be savings initially due to reduced printing expected to be £5400 per annum. Total £21,600 over four years

- 3.3 One off purchase price of iPads or Surface Pros plus peripherals such as keyboard, case and stylus (where applicable) Total: £37431 (based on estimate of 85% take up of iPads and 15% take up of Surface Pros). This can be funded by the ICT capital budget growth bid that was submitted in October 2018 (assuming that it receives approval).

- 3.4 Total four year saving  $£50,100 + £21,600 - £37,431 = £34,269$

### **4. Other considerations**

- 4.1 The guest wifi at Knowle Green has limited bandwidth. It is currently an 80mb ADSL connection. It is not designed to accommodate 39 Councillors (plus members of the public) using it simultaneously. A proposal was put in to increase the bandwidth and move it to a leased line or FTTC connection (cost approx. £12K over 4 years).

Confirmation of approval for this growth item is still awaited.

The order would need to be placed by the beginning of Feb 19, if it is going to be in place for the new term.

It is hoped that Councillors will download the papers prior to arrival at Council meetings, which will limit the need for use of the guest wifi.

### **5. Timetable for implementation**

- 5.1 Ordering and building 39 tablets will take several weeks, therefore a decision will need to be made on how many of each device needs to be ordered before

the Councillors are elected for the new term. Orders will need to have been placed before the end of March if the devices are to be ready for the new term.

**Background papers:**

**Appendices:**