

By: Gary Cooke, Cabinet Member for Corporate and Democratic Services
Rebecca Spore, Director of Infrastructure
John Lynch, Head of Democratic Services

To: Selection and Member Services Committee – 1 March 2017

Subject: Review of Members' Information and Communications Technology (ICT)

Summary: This report reviews the ICT Provision for County Council Members and how this fits with current requirements, new technology capability and future needs. It seeks the agreement of the Committee to the offer to be made to elected Members following the election in May 2017 to support them in the discharge of their role as an elected Member.

1. Introduction

The current Information and Communications Technology (ICT) provision for County Council Members was agreed by this Committee on 25 July 2012.

2. Member ICT Requirement as Defined in May 2009

(1) It is worth reaffirming that the ICT provision enables Members to:

- Access information and electronic methods of communication
- Access the systems required to efficiently fulfil their duties
- Reduce their dependency on hard copies of agendas etc

(2) In terms of communication all Members needed to have a @kent.gov.uk email address in addition to any personal email or District Council accounts. Access to the KNet information store including the Members' Area on KNet is considered essential.

3. Current Offer for One Piece of Member ICT Equipment

(1) In July 2012 the Selection and Member Services Committee agreed that the offer for elected Members following the election in May 2013 was one piece of ICT equipment allocated by the County Council from the following:

- (a) An HP Laptop; or
- (b) An iPad (not sim-enabled); or
- (c) An iPhone 5 with no sim

Enhanced offer

(2) Whilst it was intended that the selected ICT equipment in May 2013 was intended to be utilised until the election in 2017 the pace of change for technology remains high. Keeping pace with this change presents a challenge

to ensure that the needs of the elected Members are met to enable them to discharge their roles as effectively as possible whilst ensuring that the equipment does not become obsolete. Budgetary constraints are also relevant. The Cabinet Member has looked at this very carefully over the last three years and some enhancements were made to the offer following the election in May 2013. This included a sim card for those Members who had opted for an iPad to enable a Member to connect to their email accounts when they are on the move to provide Members with greater flexibility. Sims have also been offered to those Members with a KCC allocated iPhone.

i Phone – Telephones

- (3) In addition to the piece of selected ICT kit, a number of Members cross party have been trialling an i Phone 6 (16GB).

4. New Offer – May 2017

- (1) In preparation for the new intake of elected Members in May 2017 we have explored what might be an appropriate affordable offer that has a reasonable chance of covering the four year term of the County Council until the elections in 2021.

1. Microsoft Surface Pro 4 – Intel Core M3/4GBRAM/128GB SSSD
2. i pad pro (Space Grey) 32GB/Wi Fi
3. Standard Kent County Council Lenovo Laptop – Thinkpad 13
4. i Phone 7 (32GB)

Budget

- (2) Members' ICT equipment is funded from a revenue reserve fund held within Democratic Services. An annual contribution of £25,000 is made to the reserve to ensure that the fund is sufficient to undertake a wholesale replacement of all Members' ICT immediately following the four-yearly elections. However, the level of expenditure following the elections in 2013 was much less than anticipated. With a significant underspend the Corporate Director of Finance and Procurement has taken £50,000 as a contribution towards the budget challenges which the County Council face.
- (3) A table showing the current cost of this potential equipment that could make up the offer will be sent out to Members of the Committee prior to the meeting. The assumption has been made that all Members will have a new piece of kit. The reality is that some existing Members will be re-elected to the County Council and may not require new equipment immediately. There will be little or no residual value in the returned i Pads which are second generation and upwards.
- (4) Apart from the Standard KCC Lenovo Laptop – Thinkpad 13 all the other devices will require the mobile device management software Airwatch to be

installed which has an initial licence fee of £90 per device an annual data contract of £200 and an initial configuration fee of £75.

Telephone

- (5) In addition to the elected Members preferred piece of equipment it is proposed that the elected Member will have the opportunity to have an i Phone 7 (32GB) as well. This will be provided to the elected Member with a contract. Those Members who opt for a telephone as well would be asked to sacrifice £10 per month from their basic allowance towards the £200 contract fee per annum. This would allow the elected Member to use the telephone for private use in the UK. This proposed sacrifice arrangement has been checked with the County Councils tax advisors who have confirmed that there is no taxable benefit whether the Member makes a contribution to the contract for the phone or not. A benefit in kind would only arise if the County Council was to allocate more than one telephone enabled device to an elected Member.
- (6) The views of the Member Remuneration Panel have also been sought and they are content with this proposal.
- (7) Should a Member not wish to take the telephone but ask for a laptop and a tablet instead this request will be considered if a business need to discharge the role of an elected Member can be demonstrated.

Mobile Device Management Software (MDM) (Airwatch)

- (8) The Committee will be aware that last year for those Members who have an iPad we installed on their device MDM software (Airwatch) which enables the County Council to remotely wipe the device should the device be lost.
- (9) This MDM solution has removed the two factor authentication of a user's credentials to gain access to exempt papers which has been welcomed by Members.
- (10) The installation of this software has also enabled the Head of Democratic Services to deploy an application on the ModernGov committee management system which enables an elected Member who is Member of the Committee to access restricted papers on their iPad without the need for the two factor authentication of a user's credentials.
- (11) There is now also the opportunity to engage with all elected Members to ascertain whether in accordance with the Local Government (Electronic Communications) (England) Order 2015 they wish to receive the summonses i.e. agendas and all the supporting papers electronically. Members must consent to receiving electronic summonses and are able to withdraw that consent at any time.
- (12) The ModernGov committee management system is now well established. It has been encouraging since the last election to see those Members who

opted for an iPad using the electronic papers for meetings in the meetings they attend.

- (13) We will continue to encourage Members who have an iPad to do this to move away from having printed copies of Committee papers. The Cabinet Member hopes that more members will decide to work in this way going forward.

Private Devices

- (14) In recent years a number of Members have also purchased their own pieces of equipment including tablets and smartphones on which they receive their Kent County Council emails.
- (15) To date ICT have supported requests to enable Members to receive their Kent County Council emails on personally supported devices. However, this presents a number of issues on which the County Council and the individual elected Member need to satisfy themselves does not present a security risk or fall foul of the Information Commissioners Office (ICO). The County Council has ensured that all elected Members are individually registered with the ICO as data controller.
- (16) Moving forward the Cabinet Member is of the view that it is no longer appropriate for the ICT service to support Members' personally owned devices because these devices do not have the required security, are not necessarily part of the corporate IT equipment brand and the device can become obsolete and not operate with the County Council servers and equipment.
- (17) However, the County Council does allow officers to use their own devices if they purchase an Airwatch MDM licence. Therefore, if a Member wished to use their own device whilst the County Council would not support that device we could provide the Airwatch MDM licence which will provide the level of security necessary to enable the Member to receive their Kent County Council e mails.

5. RECOMMENDATIONS

The Selection and Member Services Committee is asked to:

- (a) Agree the offer to made available to elected Members of the Council following the County Council election on 4 May 2017; and
- (b) Request that the Head of Democratic Services invites all elected Members to see if they are willing to consent to receiving electronic summonses and papers for all Committee meetings following the election in May 2017.

Officer Contact: Paul Wickenden
Democratic Services Manager (Members) 03000 418967