



DEMOCRATIC SERVICES COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON WEDNESDAY 21ST SEPTEMBER 2016 AT 5:00PM

PRESENT:

Councillor C.P. Mann - Chair
Councillor D.T. Davies - Vice-Chair

Councillors:

W. David, Mrs P.A. Griffiths, Ms L. Jones, G. Kirby, S. Morgan, Mrs G. D. Oliver,
Mrs M.E. Sargent, Mrs E. Stenner and J. Taylor.

Together with:

C. Forbes-Thompson (Interim Head of Democratic Services), P. Lewis (Acting Head of IT and
Central Services) and E. Sullivan (Democratic Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P. J. Bevan, D. G. Carter,
Mrs C. Forehead, Ms J. G Jones and Mrs D. Price.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made at the beginning or during the course of the
meeting.

3. MINUTES – 26TH MAY 2016

RESOLVED that the minutes of the meeting held on the 26th May 2016 be approved
as correct records and signed by the Chair.

REPORTS OF OFFICERS

4. BRING YOUR OWN DEVICE FOR MEMBERS

The Acting Head of Information Technology introduced the report which detailed the options
and support arrangements required to enable Members to use their personal devices to
access the Council's information.

The report presented the technical infrastructure required to maintain and secure the greatest number of potential uses which would equate to two devices per Member in a 'true' BYOD environment. 'True' BYOD would provide Members with the same access to Council information as if using a pc or lap-top.

The technical infrastructure, contractor, security responsibilities and Officer support required in order to achieve 'true' BYOD was outlined. Recent incidents where local authorities had been subjected hacking incidents and the need to ensure there could be no network breaches via BYOD was emphasised. The extent of the public sector network and the way in which the different users within that network communicated was explained along with the very stringent rules and audit process surrounding it. Members noted the need for anti-virus software to be installed on personal devices in order to secure them against hacking.

Members were advised that the advice given pertained to usage on the ground and first floors of Penallta House only and were then referred to section 10.2 of the Officer's report and the table contained therein which detailed the costs involved in providing 'true' BOYD. The associated costs for year 1 implementation were itemised and dependent on the nature of the final service requirements would total in the region of £70,476.00 with onward costs of £26,596.00.

The functionality of alternative lower costs options such as Outlook Web Access and Outlook Mobile Access was outlined. It was noted that although email and calendar services could be made available for supported devices without additional costs, resources from the IT Department would still need to be deployed to configure and support the service. The Officer confirmed that additional training requirements had not been factored in to the figures presented. Reference was made to the Citrix access gateway facility as an option very similar to 'true' BYOD at a fraction of the cost and with greater security as all the activity remains in the data centre at Tredomen as it is not pulled down on to the device.

In conclusion the Interim Head of IT and Central Services referred Members to the recommendations contained in section 13.1 and 13.2 of the report and asked them to consider the establishment of a project team to look at the IT devices and service requirements for Members for the period following the local elections in May 2017.

The Chair thanked the Officer for his report and full discussion ensued.

Clarification was sought in relation to the estimated costs and whether they could be sustained from existing budgets. The Interim Head of Democratic Services confirmed that there was no budget to support 'true' BOYD and therefore a growth bid would need to be made or alternatively Members could make savings in other budget areas, such as printing, in order to support costs. Members agreed that a growth bid would not be appropriate.

Members queried if there was enough of an appetite amongst Members to support delivering 'true' BOYD, and felt that lower cost options such as Outlook Web Access or Outlook Mobile Access which would allow access to emails might be a better way forward. Clarification was sought with regard to the devices supported by these two systems and it was reported that the latter would support tablet devices and the former supported smart phone devices.

Having fully considered its content it was moved and seconded that the recommendations contained in the Officer's report be approved and the Interim Head of Democratic Services contact Political Group Leaders for appropriate nominations from each group to sit on the project team and by show of hands this was unanimously agreed.

RESOLVED that for the reasons given in the Officer's report: -

- (i) a project team be created to produce a detailed specification of requirements for Members' access to IT solutions. The project team be made up of representative from each political group and key Democratic Services and IT members of staff;

- (ii) the project team to consider the IT device and service requirements for Members for the period following the local elections in May 2017.

5. UPDATE MEMBER TRAINING AND SUPPORT PROGRAMME

The Democratic Services Officer presented the report which updated the Democratic Services Committee on the Member Training and Support Programme.

The current training programme is based on three distinct categories, Mandatory, Recommended and Requested. The Annual Refresher Training schedule is part of the Recommended Programme and has been in place for 3 years with an average attendance level of 60%. It was noted that Scrutiny and Regulatory committees also receive a six monthly update session and these have achieved a 65% attendance rate.

The Mandatory Training Programme achieved 100% attendance for each of the committee's designated under the programme and 'All Member' Mandatory achieved 90% attendance over two sessions, with mop-up opportunities offered to those Member's who for legitimate reasons were unable to attend. Members were advised that there had been no referrals to the Standards Committee with regard to non-attendance.

Requested Training which is developed from the Training Needs Analysis achieved 100% overall rating of either very good or good. Session which were particularly well commented on were the Webcasting/Public Speaking module facilitated by Melanie Doel and the Negotiating and Influencing module facilitated by Ian Botrill. Another session that received positive feedback was the Finance module presented by Steve Harris and Lianne Dalimore. The Officer advised Members that this module had first been delivered as part of the Senior Councillor Development Programme and following their recommendation had been made available to all Members. A similar recommendation was also made in relation to the Chairing Skills and Public Speaking/Media Interview Skills and arrangements would be made to offer these as individual sessions in 2017.

The Officer updated Members on the progress of the Senior Councillor Development Programme which had been an entirely new type of training programme for Caerphilly Council and advised that a submission made to the WLGA for a Good Practice and Innovation Award had been successful and was presented at Council on the 19th July 2016.

In terms of alternative training methods it was noted that new e-learning modules were being made available from the All Wales Academy (AWA), however the current host platform was transferring to a NHS site and once live new log on details will be forwarded to all Councillors. Members preferred choice in relation to the delivery of training continues to be facilitator lead modules rather than distance or e-learning options.

In conclusion the Officer confirmed that the next training needs analysis will be circulated following the elections in 2017 with a new two year Requested Training Programme commencing in 2018.

The Chair thanked the Officer for her report and full discussion ensued.

Members thanked the Officers for all their hard work during the Senior Councillor Development Programme and congratulated them on the Good Practice and Innovation Award.

The meeting closed at 17:34pm

Approved as a correct record subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 7th December 2016 they were signed by the Chair.

CHAIR