

IT & Digital Transformation Advisory Committee

Minutes of a Virtual Meeting of the Information Technology and Digital Transformation Advisory Committee held on 23rd March 2023.

Present:

Cllr. Forest (Chair)

Cllrs. Krause, Ovenden.

Apology:

Cllr. Pickering.

Also Present:

Head of IT and Digital, Head of Policy and Performance, Member Services Officer, Senior Member Services Officer.

Keith Blackwell – Director, VP AV.

1 Minutes of the Meeting held on 31st January 2023

- 1.1 The Minutes of the Meeting of the IT & Digital Transformation Advisory Committee held on 31st January 2023 were approved and confirmed as a correct record.

2 Council Chamber AV Replacement & Hybrid Meetings

- 2.1 The Senior Member Services Officer introduced Mr Blackwell, who would give the Committee an overview of the project plans to replace the equipment in the Council Chamber.
- 2.2 Mr Blackwell gave a presentation to the Committee and advised that the equipment that would be installed had been designed to be able to be moved to another location, in line with ongoing discussions about the relocation of the Council offices. 95% of the equipment currently in the Council Chamber would be replaced and importantly would be moved from an analogue system to digital. The equipment would be controlled by a tablet device, which would have pre-sets to allow automatic set up for certain meeting types. The equipment would also allow for camera tracking and streaming, in addition to electronic voting and would support hybrid meetings via TEAMS. An example project plan was shown to the Committee, and the work involved on and off site to deliver the project. Additionally, an overview of the layout of the room with cameras and projectors was displayed alongside visuals of the wireless microphone units to be displayed.

- 2.3 The Senior Member Services Officer confirmed that subject to the contract and purchase order processes, it was intended to install the equipment during August 2023. This would allow for contingency should works over run and to allow the three-phased training on the system to be completed.

Resolved:

That the update be received and noted.

3 Modern.Gov – Further Implementation & Functionality

- 3.1 The Senior Member Services Officer gave an overview of the work undertaken to date on the implementation of Modern.Gov. Due to the Coronavirus Pandemic a number of streams of work had been put on hold, it was now apposite to re-examine those work streams and how the implementation could be furthered. There were a number of areas that had been successfully implemented, including the submission of gifts and hospitality and the updating of Disclosable Pecuniary Interests forms. Decisions emanating from a delegation at a Committee of Council meeting have been published on the website since 2019.
- 3.2 Drawing attention to the report, the Senior Member Services Officer highlighted work streams that would be advanced over the next two years, including how minutes were displayed, the embedding of streamed meetings and the electronic submission of Councillors Expenses. Since the implementation of Modern.Gov there had been numerous discussions regarding the publication of Members attendance figures on the website. The full history of those discussions was contained within the report and summarised to the Committee. There had been a recent Freedom of Information request on Members attendance figures and it had taken Officers approximately six hours to complete this request due to the nature in which that information was currently held. As well as providing efficiency savings, the publication of such information would increase transparency.
- 3.3 The Committee were mindful of the feeling behind the previous discussions pertaining to the publication of Members attendance figures and were thankful for the opportunity to consider the matter in detail. The Committee were unanimous in their views that this information should be published and residents able to view this. They therefore wish to make a recommendation to Cabinet that this be implemented.

Resolved:

- (i) **That the IT and Digital Transformation Advisory Committee recommends to Cabinet that Members Attendance statistics be published on the Councils website.**
- (ii) **That the report be received and noted.**

Queries concerning these minutes? Please contact Member Services
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