

“THE USE OF MODERN.GOV AND THE MOVE TOWARDS PAPERLESS MEETINGS HAS ALREADY SEEN SIGNIFICANT MONETARY SAVINGS IN RESPECT OF PRINTING AND POSTAGE, NOT WITHSTANDING THE ECOLOGICAL IMPACT THAT LESS PRINTING HAS ON OUR ENVIRONMENT. AS THE FULL ROLL OUT TO COUNCILLORS AND OFFICERS GAINS MOMENTUM THESE SAVINGS WILL INCREASE.”

*CLLR NEIL SHORTER, PORTFOLIO HOLDER FOR FINANCE & IT*

# SO YOU WANT TO BE AN ASHFORD BOROUGH COUNCILLOR?

Information for Prospective Candidates on Technology

## TO FIND OUT MORE OR TO CONTACT US:

Civic Centre  
Tannery Lane  
Ashford  
Kent

TN23 1PL

01233 331111

[www.ashford.gov.uk](http://www.ashford.gov.uk)

We hope that this information is useful to you, and gives you an idea of what to expect should you become an Ashford Borough Councillor.

Member Services - 2019



**ASHFORD**  
BOROUGH COUNCIL



**Here at Ashford Borough Council we are embracing all things technological and all of our Committee Agendas will be issued electronically from May 2019!**

Therefore should you be successful and be elected to the position of Councillor at Ashford Borough Council, you will be provided with an Apple iPad device which will be loaded with the Modern.Gov App to allow you to view all Committee Agendas and Minutes. Additionally, the iPad will be loaded with; Outlook 365 for emails, internet access, Microsoft Office, the App Store and will be connected to the GOV. Roam network. The device will also be provided with a hard case and a stylus pen.

You will be allocated an ashford.gov.uk email address. The usual format for these are firstname.surname@ashford.gov.uk. There are a significant number of advantages of utilising an ashford.gov.uk email address, including:

- Our data protection policy sets out that all emails that are used to conduct or support official Ashford business should be sent using an @ashford.gov address. The use of non @ashford.gov email accounts to conduct, support or discuss official Ashford business should be avoided. This is for data security reasons with the assurance that appropriate security measures are in place around @ashford.gov addresses,

these measures include access controls, secure storage and appropriate protection measures such as multiple firewalls and virus scanning. As such the use of an @ashford.gov address will aid you and the council with it GDPR compliance.

- The ability to aid with Freedom of Information (FOI) requests, The Freedom of Information Act applies to all officially held material irrespective of it being held on a private or @ashford.gov email account.

Information held in non ashford.gov personal email accounts will be subject to the FOI legislation if it content relates to the official business of the public authority. All such information which is held by someone who has a direct, formal connection with the public authority is potentially subject to the FOI legislation regardless of whether it is held in an official or private email account.

Councillors may hold information relating to Ashford business in private email account which could potentially require releasing. If all Ashford business is conducted through an @ashford.gov account this complication is removed and with the consent of the respective councillor, officers can aid with the appropriate searches, compilation and necessary response to any such FOI requests.

- An email from an @ashford.gov address adds a significant perception of

professionalism to any communication, clearly identifies the authenticity of the sender and offering a level of reassurance to residents that they are communicating with the correct individual.

- Linked calendar entries, Modern.Gov is being configured to auto populate calendar entries for meeting where an @ashford.gov email address is used.

- Receive your payslips electronically, from May 2019 Personnel will be sending payslips electronically these can only be sent to @ashford.gov email address. These will, of course, be password protected.

- Always have the most relevant information, by default information sent by officers or IT systems is likely to be sent in the first instance to councillors @ashford.gov email addresses. Similarly if sensitive or confidential information is being sent officers will not send it to anything but an @ashford.gov email address. For example Electoral Services are able to send updates to the electoral register via email to an @ashford.gov account without the need for additional levels of security.

Following the election all Councillors, whether returning or newly elected, will be given an appointment to meet with Officers from the Member Services and IT Teams to be given their iPad device, sign the Terms of Use Agreement and set up the relevant passwords to ensure the device and contents are secure.