

# Topic Request Form

Available on Mod.Gov or by contacting the Democratic Services lead for PPI. To be considered at the next PPI Committee the form must be submitted 20 working days before the next meeting.

| <b>Topic Request Form</b>  |   |
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| Please complete the first section of this form to request that a topic is considered by the Policy and Performance Improvement Committee. Please send the completed form to Helen Brandham |   |
| <b>Section 1: Member Request</b>   |   |
| <b>Proposed topic</b>  | Member digital tools  |
| <b>I would like to understand</b><br>(key lines of enquiry)  | <p>We have a digital strategy and are committed as an organisation to being as digitally enabled as possible. We would like to understand what options would be possible to assist members to maximise their efficiency through being as digitally connected. This would include understanding :-</p> <ol style="list-style-type: none"> <li>1. Is there a choice of digital tools that can be available to members?</li> <li>2. Do all members have to have the same digital equipment (tablet/laptop etc.)?</li> <li>3. What training do members need and want to enable them to fully utilise the tools?</li> <li>4. Are we as paper light as we can be? What more can be done?</li> <li>5. Can a solution be found for members who are also on the county council to enable them to use one device?</li> <li>6. Are there any internal policies or external best practice we should be aware of?</li> </ol> |
| <b>I think this topic should be considered because</b>   | <p>Please outline here why you think this topics needs consideration. For example, you may have identified an area of poor performance or be relaying several concerns from residents. Please remember a topic will not be considered unless it has the potential to improve the quality of life of residents or achieve greater value for money across at least 2 wards.</p> <p>This should enable us to examine if we are being cost efficient in our approach. By issuing members with the right device and appropriate training it will; increase their efficiency, reduce ICT support time and support the green agenda by reducing paper use further.</p>   |
| <b>(if applicable) High level evidence supporting the reason for consideration</b>   |   |
| <b>Proposed by</b><br>(name of member)   | Simon Haynes<br>Ward: Bridge<br>Party: Conservative   |
| <b>Seconded by</b><br>(name of member)   | Neill Mison<br>Ward: Farndon & Fernwood<br>Party: Conservative  |
| <b>Date form is submitted</b>  |   |
| <b>Section 2: Officer Recommendation</b>   |   |

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| <p><b>Officer comment</b></p>                     | <p>Any relevant information on this topic. Including what it relates to (legal issue, complaint, staffing issue etc.), any power/ influence the council has, any relevant upcoming or ongoing work and an officer insight into the value of considering the topic.</p> <p>We agree that the proposed topic of member digital tools is a valuable area for PPI to form a working group on. It is an area that ICT and Digital Business Unit have been keen to look at, in line with wider work on Digital Transformation Strategy for the council. We agree that there needs to be greater clarity around some of the questions identified, including through the creation of council policy or digital guidance for members.</p> <p>Some other key considerations for inclusion in this working group may include:</p> <ul style="list-style-type: none"> <li>• Tools and support available to members are fit for purpose and enable them to carry out their work as council members.</li> <li>• Reduction of paper agendas and other materials in line with digital and climate emergency strategies.</li> <li>• Training and increased awareness around data protection and cyber security risk to the council;</li> <li>• Training and support around Microsoft 365 applications and Modern Gov – a temperature check on of and confidence with using these applications.</li> </ul> <p>Please note that any change existing devices will result in Display Screen Equipment assessments and ensuring that the device is suitable for any accessibility needs.</p> |  |
| <p><b>Officer recommendation</b></p>              | <p>That a review should be undertaken and that this would be a good topic for a working group to enable other members to feed into the debate.</p>   |  |
| <p><b>Officer name</b></p>                        | <p>Dave Richardson</p> <p>Carina Williamson</p>  | <p>Role:<br/>ICT &amp; Digital Services Business Manager</p> <p>Transformation and Service Improvement Officer</p> |
| <p><b>Date information added</b></p>              | <p>25/05/2022</p>  |  |
| <p><b>Section 3: PPI Chair Recommendation</b></p> |  |  |
| <p><b>PPI Chair comment</b></p>                   | <p>I recommend that this becomes a short working group to ensure members are best equipped to support their work.</p>  |  |
| <p><b>PPI Chair recommendation</b></p>            | <p>Do/<del>Don't</del> undertake a review</p>  |  |
| <p><b>Date information added</b></p>              |  | <p>Role:</p>   |
|   |  |  |
| <p><b>Next step</b></p>                           | <p>Completed form to be taken to PPI on 13 June 2022</p>   |  |