

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

<p>SUBJECT: Members Intranet Area MEETING: Democratic Services Committee DATE: 7th September 2020 DIVISION/WARDS AFFECTED: N/A</p>

1. PURPOSE:

To consider and suggest key components of the new members sharepoint site.

2. KEY ISSUES:

As technology within Council progresses and transfers to cloud based solutions, the ability for members to access information digitally becomes easier and more reliable.

Just prior to the Covid-19 period, Microsoft outlook and Microsoft Teams moved over to be cloud based which meant councillors could access these applications much easier and significantly reduced the number of ICT log on complaints coming through.

As part of the transition, a new sharepoint will be created for members to access information and saved files without the need to save directly to the network and without the need to access via VPN. The sharepoint app will also let councillors access information in the same way that the outlook and teams app do without being restricted to the council issued ICT equipment.

Currently, there is a members area on the Hub which has a wide range of information for Councillors which includes;

- Guidance documents
- GDPR information
- Training and Development
- Annual reports
- Calendars of meetings
- DSB Guidance
- Motions and Petitions
- Health and Safety
- ICT/Digital Help
- Information on specific projects such as Brexit, Alternative Delivery Model and LDP

[The existing site is available to members here.](#)

There has also recently been a Covid-19 area which includes Welsh Government newsletters, guidance on remote council meetings, and a Coronavirus Q&A. It is also anticipated that e-learning modules could

be embedded into the site ahead of the next set of local elections and induction period for new councillors due in 2022.

A sharepoint site will allow councillors to save documents to designated work folders, again accessible without the need for VPN, but will offer the comfort of automatically backing up those documents for future use and is a move away from members currently saving documents to the local ICT device.

A new sharepoint site offers the ability to reconsider what is required for members of their own workspace and what content they wish to move over from the existing site to the new and what additional areas they would like to see included.

3. RESOURCE IMPLICATIONS:

None. There is a need for all data to be transferred from network drives to cloud based solutions and this programme of work falls within that.

4. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

Ensures all councillors have easy access to the relevant information needed to undertake their duties.

5. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

Safeguarding and Corporate Parenting training for councillors will be included in the new site along with various guidance documents to help particularly newly elected members understand the requirements and how it impacts on their role.

6. AUTHOR:

John Pearson, Local Democracy Manager
Email: johnpearson@monmouthshire.gov.uk