STRATA

Solutions for
government

Strata Service Solutions Ltd.

Councillor IT User Group

Discussion Document v1.0

Date Issued: 21st June 2021

INVESTORS IN PEOPLE | Silver
Until 2022

Building and delivering flexible, responsive and cost effective IT solutions and services for Local
Government

Table of Contents

Document Information

Applies To	East Devon District Council, Exeter City Council, Teignbridge District Council, Strata Service Solutions Ltd
Date of Approval	

Document Control

Title	Councillor IT User Group - Discussion Document
Originator / Author	Laurence Whitlock
Reviewer	Joint Scrutiny Commitee
Business Area	Strata Service Solutions Ltd.

Document History

Version	Date	Changes Made	Document status
1.0	21st June 2021	Initial release to JSC	First Draft

Background & Purpose

Following recent discussions, it is proposed that a Councillor IT User Group is setup to enable focussed discussions to be held into ongoing Councillor IT provision. The aim is to identify areas where improvements could be made, to identify Councillor IT training needs and to reflect on trends in the IT industry which may be relevant to the work of Local Government.

It is proposed that the Councillor IT User Group meets on a six monthly basis and each council identifies a Councillor who has responsibility for attending and reporting on that authorities Councillor IT provision. In addition, each authority will have a nominated individual from within the Democratic Services team to attend the User Group. It is also suggested that the Chair of the Joint Scrutiny committee and a Strata Board representative is invited to attend.

Strata will facilitate the User Group and provide resource to create and circulate the agenda and to minute each meeting.

It would be expected that a theme for each meeting will be agreed to ensure a specific User Group focus. This theme might include subjects such as Virtual Meetings, Security & Training.

The User Group can also choose to invite specific technology partners or service providers to a session, to help inform and guide the provision of IT, examples could be a representative from the Police to talk about Cyber Security.

A more engaged and informed Councillor community, enabling Councillors to provide feedback on their IT provision and to discuss potential future needs in terms of support and training.

Example Councillor IT User Group Meeting Agenda

- Review of Previous Minutes

- Matters Arising

- Councillor IT Feedback

    o What's Working Well

    o What Isn't Working Well

- Councillor IT Support

    o What Issues Have Been Raised

    o Are There Any Trends That Have Been Identified

- Councillor IT training

    o What Training Has Been Delivered To Councillors

    o What Additional Training Needs Have Been Identified

- Focus Discussion Area – i.e. Cyber Security

- AOB

- Date of Next Meeting & Meeting Theme

Suggested IT User Group Attendees

The suggested makeup of the Councillor IT User Group would be as laid out below, however, this structure needs to be flexible in order to gain a view of the needs of all Councillors. There should also be the opportunity for Councillors to submit questions to the user group of to attend if a focus is relevant or of particular interest.