

**Laptop Working Group**

**NOTES**

**Friday 18th July, 12.30pm at the Town Hall**

In attendance: Cllrs: T. Beckett, Blandford, Hughes and Sharp

Town Clerk and Will Weston, Galaxy Computers

1. To appoint a Chairperson.

Cllr Hughes was appointed as Chair

1. To discuss and agree the draft Terms of Reference.

The draft Terms of Reference were agreed.

1. To discuss assertion 10 of the Practitioners Guide.

The Practitioners guide provides guidance on proper practices for clerks/Responsible Financial Officers, internal and external audit responsibilities, and year-end procedure.

It was explained that assertion 10 covers digital and data compliance, which includes protecting all data and having safe practices in place.

1. To discuss the options available.

Cllrs currently use office 365 to access town council correspondence. Two options were discussed as how to access office 365;

**Option 1.**

Each councillor to be given a tablet. This was not favoured by Councillors, however they identified that some Cllrs may prefer this option if they did not have their own electronic devices.

**Option 2**

Office 365 to be accessed through Councillors own devices. Using Bring your own Device (BYOD) each councillor would be able to access office 365 on a maximum of two devices. The devices would be approved by Galaxy computers as having sufficient security and they would keep a list of all the devices. Using a Microsoft Intune Licence will allow management of the account on personal devices, it would be set up so only approved devices

could be used to access the account, and the account could only be accessed in the UK. If the device was lost or stolen, Galaxy would be able to remotely wipe council data.

There is an additional monthly cost per user to use the BYOD service, it considered a cheaper and more effective way of working. A full breakdown of costs to be provided by Galaxy Computers.

It was agreed that Councillors would be able to chose either option 1 or option 2, they could not use both options.

It was agreed that the above options be presented to Council or approval.

1. To discuss the recommended draft IT policy produced by NALC.

It was agreed to amend the draft policy to reflect the above options. Once amended the policy to be presented to Council for approval.

1. Any other business.

Non raised

1. Recommendation
2. To enable Councillors to access their Town Council emails securely they can choose either of the following options:
   1. Town Council provide a tablet for Town Council use only.
   2. Using their own electronic devices under the Bring your own

Device scheme.

1. To consider and approve the additional costs for the above options.
2. To approve any budget overspend to be taken from general reserves.
3. An updated IT policy and a Bring your own Device policy to be produced for consideration at the next Finance and General Purposes Committee meeting.