

**LEIGHTON-LINSLADE TOWN COUNCIL**  
**MINUTES OF POLICY & FINANCE COMMITTEE**  
**MONDAY, 24 OCTOBER 2022 AT 7.30 PM**

Present: Councillors            S Jones (Chair)  
   A Dodwell  
   C Palmer  
   R Berry  
   T Morris  
   G Perham  
   M Freeman  
   R Goodchild  
   S Owen  
   F Kharawala

Also in attendance:            M Saccoccio, Town Clerk  
   S Sandiford, Deputy Town Clerk  
   M Jahn, Committee Officer  
   Cllr D Bowater

Members of the public:        0  
Members of the press            0

**400/PF APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor D Scott.

**401/PF DECLARATIONS OF INTEREST**

No declarations were made and no dispensations were requested.

**402/PF QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)**

There were no questions from members of the public.

**403/PF EXCLUSION OF THE PUBLIC**

**RESOLVED** that, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

**404/PF I.T. HELPDESK SUPPORT AND POTENTIAL SERVER TO CLOUD MIGRATION**

The Committee received a presentation and a report to consider future arrangements for I.T. helpdesk support and the potential transfer from an on-premise server to cloud-based data storage, due to the age of the current server. A number of considerations and options were provided and discussed.

**RESOLVED to change provider for helpdesk support to provider A (Cloudy IT) in order to benefit from their wider offer to the local council sector and to migrate data storage from server to cloud during 2023 (costs to be met from the Future Projects allocation in the five year financial plan).**

#### **405/PF MEETINGS MANAGEMENT SOFTWARE**

The Committee received a presentation and a report regarding a wide range of options for future officer, councillor and public access to formal meeting documents. The Committee was advised that the cost of the current software would almost double following the expiry of the current on-premise server and that hosting of this software in the Council's cloud domain would not be supported. Three alternative software products were reviewed in detail, each offering some shared advantages/disadvantages as well as each offering some unique elements. In addition, other options for file sharing had been reviewed but it was noted that security of information was key, as well as ease of administration and ease of access by councillors to ensure they were able to prepare for debate during meetings.

**RESOLVED to change provider for meeting documentation software to provider A (Decisions, through Cloudy IT) by May 2023.**

#### **406/PF COUNCILLOR ACCESS TO MEETING DOCUMENTS**

The Committee received and considered a report on the potential provision of devices for councillors who wish or need them in order to undertake their role, from May 2023. It was noted that the current inconsistency in arrangements with councillors using a range of devices and platforms made it difficult to offer technical support or maintenance, as well as making provision of training difficult. The Committee was advised of data protection and Freedom of Information considerations and the need to ensure all future councillors would be able to easily access and use Microsoft O365 applications for council related work and communications. The cost of devices would be roughly equivalent to the cost of providing paper documents over a four year council term.

It was accepted that there were a range of personal views and preferences on this matter but that consideration should be given to the most effective and compliant solution for the Council as an organisation.

After discussion, it was agreed to revisit options at a future date and that more detailed technical information might be required to help address queries.

**RESOLVED to defer a decision on arrangements for the possible provision of councillor devices from May 2023 until a later date.**

On behalf of the Committee, Cllr Jones requested that the Deputy Town Clerk be thanked and recognised for her hard work and commitment to this project.

The meeting closed at 9.05 pm.

I HEREBY CONFIRM THAT THE FOREGOING IS A CORRECT AND ACCURATE RECORD OF THE MEETING HELD ON MONDAY, 24 OCTOBER 2022.

Chair

14 NOVEMBER 2022