



Belfast City Council

Report to	Strategic Policy & Resources Committee
Subject:	Use of iPads
Date:	19 September, 2014
Reporting Officer:	Stephen McCrory, Democratic Services Manager (ext 6314)
Contact Officer:	Paul Gribben, Head of Digital Services

1	Relevant Background Information
1.1	The Committee will recall that, at its meeting on 21st September, 2012, it considered a report which outlined a business case for the introduction of iPads for Members.
1.2	At that meeting the Committee agreed: <ul style="list-style-type: none">• to the provision of iPads and associated software to Members;• to the 'Terms of use' for the allocation of iPads (copy attached at Appendix 1);• that ISB (Digital Services) scheduled a procurement programme, training and distribution of iPads to Members and a demonstration of the technology; and• to continue with a dual system of paper reports and iPads from November 2012 till the end of March, 2013.

2	Key Issues
2.1	During that period the programme was successfully rolled out with Members being provided with iPads and appropriate training.
2.2	At that time a number of Members had indicated that they would be content to rely on the iPad for the provision of electronic papers and to cease to receive paper copies of reports from 1st April, 2013.

2.3	However, due to a number of technical difficulties, it had been decided to continue with the dual issue of papers to ensure that iPad 'modern.gov' app was fully tested for resilience and robustness.
2.4	During the intervening period, the app has proved to be effective and the Council is now in a position to cease printing and issuing of paper copies of Committee reports.
2.5	<p>Further training will be provided on the operation of the iPad generally and on the app specifically for any Member who requests this. This may include:</p> <ol style="list-style-type: none"> <li data-bbox="376 600 1396 667">1. Ensuring that the most up-to-date version of the Modern.Gov app is installed. <li data-bbox="376 712 1396 813">2. Demonstrating good practice so that minutes and reports are downloaded in advance of meetings to ensure that papers can be accessed in situations where Wi-Fi is unavailable. <li data-bbox="376 846 1396 880">3. Showing how documents can be bookmarked, annotated and searched <li data-bbox="376 913 1396 981">4. In addition, a guidance note on the use of the iPad app will be issued to all Members.

3	Resource Implications
3.1	Financial- As identified previously in the business case, net savings in printing costs of £178,300 can be achieved over a 3 year period.

4	Equality and Good Relations Implications
4.1	There are not any Good Relations or Equality considerations in connection with this report.

5	Recommendations
5.1	It is recommended that, for those Members who have received an iPad from the Council, the printing of paper copies of Committee and Working Group reports will cease with effect from 1st November, 2014; and for the Council minute book with effect from 1st January 2015.

6	Decision Tracking
<p>Officer responsible- Stephen McCrory Timeframe: November 2014 – January 2015</p>	

7

Documents Attached

Appendix 1 – Terms of Use for the provision of iPads.