

KLOE 6 FURTHER IMPROVEMENTS PLAN

No.	Product	Issues	Objective	Proposed Action
1.	Review Member IT needs	<p>IT system may not meet all Member ICT needs satisfactorily.</p> <p>Need to identify Member ICT needs.</p> <p>Under utilisation of ICT facilities by Members.</p>	<p>To ensure Member IT needs are fully and properly investigated and captured.</p> <p>A Needs Assessment that clearly details current IT needs and those anticipated over the next 3-5 years.</p>	<p>A Member ICT Panel (consisting of 2 members from each group) be established to co-ordinate and oversee Member IT review.</p> <p>Produce clear IT needs assessment.</p>
2.	Review of Council IT infrastructure	<p>Lack of understanding and clarity around current and future IT infrastructure.</p> <p>Need for understanding of IT infrastructure to assist with development of options.</p>	<p>Clear understanding of the Council's IT infrastructure.</p> <p>Ability to develop new options.</p> <p>Greater understanding of likely costs of new initiatives.</p>	<p>Head of IT be requested to undertake IT infrastructure review and present findings to the Member IT Panel.</p> <p>Member IT Panel to consider It infrastructure improvements</p>
3.	Explore use of iPads with Mod.gov	<p>Need for improvement in disseminating reports to members and for Members to have better access to report at Committees.</p>	<p>Achieve a more sophisticated and intelligent method of disseminating information to Members.</p>	<p>Head of Legal & Members Services to explore iPad option and provide a report to the</p>

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			<p>Overcoming need for Members to carry significant papers agendas for Committees.</p> <p>Improve communication lines between the Members and the Council/Officers.</p>	<p>Member IT Panel for consideration.</p>
4.	<p>Request MTSG to develop IT training programme for Members</p>	<p>IT knowledge amongst members varies.</p> <p>Some Members may lack confidence is using the IT systems provided.</p> <p>May assist with increasing/improving Member capacity.</p>	<p>To assist Members gain a better understanding/confidence of IT and the systems provided.</p> <p>To provide practical training that will assist with Council and constituency work.</p>	<p>MTSG be requested to undertake skill and knowledge assessment of Members.</p> <p>MTSG to develop relevant training programme to meet any identified IT training needs</p>
5.	<p>Review resources within Legal & Member Services to enable Corporate Governance needs to be met.</p>	<p>Insufficient resources to meet all necessary corporate governance needs following KLOE exercise/corporate governance review.</p> <p>Identified need to address key growth areas such as FOI matters.</p> <p>Enable more proactive action to be taken so as to ensure all relevant and necessary information is available to Members particularly in relation to decision making.</p>	<p>Ensure adequate resources needed meet the needs/demands placed on the service are in place.</p> <p>Enable a more proactive approach to be adopted so as to ensure continuous improvement and safeguarding obligations can be better satisfied.</p>	<p>Head of Legal & Member to undertake review of resource needs and seek approval for additional resources that will enable the Council better meet its Corporate Governance aims and objectives and mitigate the risks identified.</p>
6.	<p>Review current arrangements in</p>	<p>Need to understand why the Council has so many committee meetings and why</p>	<p>Establish a more efficient and effective way of administering the Licensing</p>	<p>The Head of Legal & Member Services and</p>

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	relation to Licensing 2003 Committee (and its' sub-committees)	they take such a long time to undertake.	2003 Committee which includes revising the manner in which proceedings are conducted.	Head of Regulation to undertake a comprehensive review of the Licensing 2003 Committee and recommend changes to achieve greater efficient and effectiveness of the Committee and its' Sub-Committees
7.	Review Scheme of Delegation to Officers	<p>Delegations require updating.</p> <p>Need to ensure delegations are clear and balanced to ensure appropriate safeguards are embedded.</p> <p>Need to encourage Officers to use delegations more confidently.</p>	An effective Scheme of Delegation that meets the needs of the Council, promotes confidence and ensure appropriate safeguards are in place.	The Director of Law, HR and Asset Management, in consultation with the Group Leaders, to review and agree a new Scheme of Delegation to Officers for approval by Council.