

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
RECORD OF EXECUTIVE / CHIEF OFFICER DECISION**

This form should be used to record key and other decisions made by individual Portfolio Holders and key decisions made by Chief Officers. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that this decision be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, this decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules.

<b>Portfolio</b>	Policy and Performance
<b>Subject Matter</b>	Government Connect: Councillors' E-mail Options
<b>Ward(s) Affected</b>	None
<b>Date Taken</b>	21 August 2009
<b>Contact Officer</b>	Steve Rayment, Head of ICT, 01954 713010
<b>Key Decision?</b>	No.
<b>In Forward Plan?</b>	No.
<b>Urgent?</b>	No.

<b>Purpose / Background</b>
For the Portfolio Holder to agree the future practice with regard to Members' email services, taking into consideration the implications of SCDC connectivity to the Government Connect service.

<b>Declaration(s) of Interest</b> <i>Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.</i>
None.

<b>Dispensation(s)</b> <i>In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.</i>
None.

<b>Consultation</b> <i>Record below all parties consulted in relation to the decision.</i>
Other agencies involved with the Government Connect programme including other local authorities (inc our peers), County and Districts ICT Group, Department of Work and Pensions (DWP), Dean Bessel, Consultant (PMRC), Peter Johnson, Consultant (VEGA).
All elected District Councillors.

<b>Other Options Considered and Reasons for Rejection</b>
<b>Option:</b> Members chose which email account to use for Council business, either SCDC or personal
(a) Advantages
(i) Most convenient for Members who currently have multiple email accounts and means that by choosing which email to use, they can access their emails from a single system as and where they wish, using the most convenient access method.

- (ii) For those Members (approximately 25) who already choose to use a cllr.x.x@scambs.gov.uk account, there will be no changes.
- (b) Disadvantages
  - (i) Members who chose to no longer use a cllr.x.x@scambs.gov.uk account will then have to use their own email accounts for all correspondence, Council or otherwise.
  - (ii) Members using their own email accounts will become responsible for their own backup / recovery and support arrangements via their independent service provider; at present all South Cambridgeshire emails are stored on a central server with a comprehensive backup and recovery regime managed by the ICT Support function.
  - (iii) Members will need to undertake a commitment to transfer of any relevant existing and historic South Cambridgeshire related email in the event that they cease to be a South Cambridgeshire councillor.
  - (iv) Security constraints mean that embedded internal links within emails sent to a personal address (for example emails with references to the South Cambridgeshire intranet) may not work and Members will need to access the pages directly via their secure network access.
  - (v) The Council may not be able to fully meet the commitments required for the Freedom of Information Act and the Data Protection Act.

**Reason for Rejection:** Compliance with Government Connect is not a choice – there is no ‘opt in / opt out’. Members are required to change the way they manage and use email as a communications tool for their Council business. Use of a private email address would effectively circumnavigate any FOI and DPA responsibilities of the Council and could result in a breach of legislation.

Final decision	Reason(s)
That Council ‘owned’ SCDC email accounts be retained for all Members (no autoforwarding to personal addresses allowed).	<ul style="list-style-type: none"> <li>(i) The Council fully meets the requirements of the Government Connect CoCo.</li> <li>(ii) Members will have access to a safe and secure email service with technical support from the ICT team.</li> <li>(iii) Emails relating to South Cambridgeshire business will be managed in line with existing standards and continuity issues will be minimised.</li> <li>(iv) A managed service including full Helpdesk assistance.</li> <li>(v) Full archive, backup and recovery options.</li> <li>(vi) increased mail box size (200Mb – some 2x larger than that offered by most personal Internet Service Providers).</li> <li>(vii) The Council’s commitment under the Freedom of Information Act and the Data Protection Act will be fully met.</li> </ul>

Signed	Name (CAPITALS)	Signature	Date
Portfolio Holder	T J WOTHERSPOON		
Lead Officer	S RAYMENT		

Further Information
Full report available on-line.