Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Use of iPads
Date:	21 September, 2012
Reporting Officer:	Ronan Cregan, Director of Finance & Resources
Contact Officer:	Paul Gribben, Head of ISB Gareth Quinn, Senior Democratic Services Officer

1.0	**Relevant Background Information**
1.1	In June 2012 the Strategic Policy & Resources Committee agreed that a business case should be brought back regarding the use of iPads by Members. This report demonstrates both the efficiencies that can be achieved through the use of iPads by Members and the opportunities they provide for alternative forms of citizen engagement. This paper also considers the implementation issues associated with an iPad roll out drawing on the experience of local authorities where iPads have already been introduced.

2.0	**Key Issues**
2.1	The table below summarises the costs and savings relating to the introduction of iPads over a three year period. **From the table below it can be seen that the net savings over a three year period would be £178,300.**
2.2	**Costs** The initial cost of purchasing 64 iPads (32GB and suitable suite of software as detailed in Appendix 1 will be £32,300. A recurring monthly charge of £12.77 will be incurred per device for the 3G connection which will provide 3GB of data per month equalling a further cost of £9,800 per year.
2.3	**Savings** **Internal Printing –**the Council spends approximately £36,000 annually on printing Committee Books and Council Minutes. If Members decide to use the iPad to access these documents then savings in printing materials would amount to £30,000. This would allow for a small number of Committee Books and Council Minutes books still to be printed.
2.4	**External Printing - t**he reduction in time spent by Reprographics printing these internal documents would enable print jobs currently being done externally to be

handled internally by Reprographics. Taking into account the materials and resources required for these jobs it is calculated that up to £50,000 could be saved annually.

Costs and Savings for use iPads				
	Year 1	Year 2	Year 3	Total
	£	£	£	£
Costs				
Procurement of iPads	32,300	0	0	32,300
Running Costs	9,800	9,800	9,800	29,400
Total Cost	*42,100*	*9,800*	*9,800*	*61,700*
Savings				
Internal Printing	30,000	30,000	30,000	90,000
External Printing	50,000	50,000	50,000	150,000
Total Savings	*80,000*	*80,000*	*80,000*	*240,000*
Net Savings	**37,900**	**70,200**	**70,200**	**178,300**

Additional Benefits

2.5 In addition to the financial savings there are also benefits in terms of improved communication through the use of mobile emailing, video calls, social networking and instant access to online information, such as websites and electronic documents.

2.6 One of the key benefits outlined by councils that have already implemented iPads is the opportunity for Members to engage more effectively with citizens. It is proposed that the Council trials a new application called "My Council Services" as part of the iPad roll out, if agreed.

Implementation Issues

Training and support for members

2.7 Should the provision of iPads be agreed, it is important that members receive the necessary training and support in order to get the most out of the technology. Based on feedback from other councils who have embarked upon similar

	initiatives it appears that a range of training and support mechanisms work best. ISB and Democratic Services will put together a training and support programme for members which will aim to cater for both new and existing users of mobile technology as well as cater for the varying time commitment of members.
2.8	It is proposed that a demo of the iPad will be provided for all Members in early October to allow individuals to make an informed choice as to whether they want to avail of the new technology or not.
	Robustness and reliability of technology
2.9	It is important that Members are confident in the technology. Measures have been put in place to help ensure the consistent delivery of the technology including access to an enhanced internal secure wireless network within the City Hall. If Members agree to the use of iPads for Committee and Council meetings, it is proposed that a dual system of paper and iPads is introduced in November and is used up until the end of March 2013. This will allow sufficient time to ensure that all potential risks have been identified and solutions are fully tested.
	Terms of Use
2.10	It is important to note that iPad users will be required to sign a 'Terms of Use' document before they receive the iPad. **See Appendix 2.**

3.0	**Resource Implications**
3.1	The provision of iPads and the associated software as outlined will result in a potential overall average saving of £178,300 over a three year period.

4.0	**Recommendations**
	Members are requested to agree:
	1. to the provision of iPads and associated software to Members.
	2. to the 'Terms of Use' for the allocation of iPads – (see Appendix 2)
	3. that ISB schedule a program of procurement, training and distribution of iPads to Members in October and provide a demo of the technology in early October.
	4. to provide a dual system of paper reports and iPads running from November 2012 to the end of March 2013.

5.0	**Documents Attached**
5.1	Appendix 1 – Suite of software
5.2	Appendix 2 – Terms of use

Suite of software

PDF Reader - Adobe Reader
Allows the user to open PDF files from emails or websites, search through the PDF Document, use bookmarks, copy and paste text from the document and can connect wirelessly to a printer.
Cost - Free

Access to Network File Shares - File Explorer
Allows access to files stored on their PC over VPN. Also allows users to access files stored online in their Cloud Storage account (SkyDrive)
Cost - £2.99

Device Locator - Find iPhone
Stores the current location of an iPad which is periodically securely updated so that if the device is ever lost or stolen, its current whereabouts can be discovered.
Cost – Free

Remotely connect to Desktop – iRDP
Lets the user connect to a work PC remotely to view and control what is on the screen
Cost - Free

Presentation App – Keynote
Provides similar functionality to the PowerPoint programme you would use on your PC and allows the user to create and edit presentations
Cost - £6.99

Council Minutes - Mod.Gov
This app lets the user view and annotate Council minutes, agenda and reports
Cost - Free

Council Services - My Council Services
This app allows the user to input data relating to constituency work they may carry out, such as reporting on visits, requesting follow up by an officer, etc.
Cost - Free

Spreadsheet App - Numbers
Provides similar functionality to the Excel programme you would use on your PC and allows the user to create and edit spreadsheets
Cost - £6.99

Word Processor App - Pages
Provides similar functionality to the Word programme you would use on your PC and allows the user to create and edit text documents
Cost - £6.99

BCC VPN Credentials - VPN
Provides access to the Council network allowing access to files stored on the Council's servers or the "My Documents" folder of the user's PC
Cost - Free

Cloud based storage - SkyDrive
File storage and sharing service that allows you to store, organise, and share your files and photos online for free. SkyDrive can be accessed externally to the iPad on any PC or Macintosh connected to the internet.

Cost – Up to 7Gb Free (Members can extend the amount of storage through their personal account. For example £6.00 per year for 27Gb)