



## **Ashbourne Town Council**

# **Information & Communication Technology (ICT) Policy**

**Reviewed May 2017**

**The Information & Communication Technology  
(ICT) Policy was reviewed by**

**Ashbourne Town Council on .....**

**Signed .....(Mayor)**



## ASHBOURNE TOWN COUNCIL

### Information and Communication Technology (ICT) Policy

#### Introduction

#### **A What is Information and Communication Technology?**

Information and Communication Technology (ICT) is loose term which is used to describe a wide range of tools and techniques, usually electronic in nature, which speed up and/or aid communication.

**Ashbourne Town Council recognises the importance of embracing ICT in order to ensure that its customers benefit from efficient levels of service delivery.**

**The Council supports the Government's aim of improving electronic access to public services.**

#### **B Aims**

The aims of this policy are to:

- i) Facilitate the ongoing development of the efficient management and delivery of the Council's services;
- ii) Provide opportunities for staff to acquire and develop core ICT competencies;
- iii) Ensure that the Council's ICT systems are reviewed regularly and adjusted to meet new or changing needs.

#### **C Management**

The Town Clerk has overall responsibility for ICT and the implementation of this policy.

#### **D Hardware**

##### **1 Computers and peripherals**

The Council's computer systems and computer peripherals will be subject to annual review in order to confirm that they are meeting service delivery needs.

All computers and computer peripherals will be written down over 3 years and assessed for replacement or upgrade at the same time.

##### **2 Telephones and related systems**

The Council's telephone systems will be subject to annual review in order to confirm that they are meeting service daily needs. The Town Clerk has the discretion to engage providers of more cost-effective telephone network services.

Except in exceptional circumstances, use of the telephone, related and electronic communication systems for personal use must be authorised by the Town Clerk.

There is no foreseeable requirement to issue staff with mobile phones.

All telephone and related systems will be written down over 5 years and assessed for replacement at the same time.

#### **E Software**

The Council's computer software will be subject to annual review in order to confirm that it is meeting service delivery needs.

In order to ensure adequate maintenance and development support, the Council shall normally avoid bespoke software packages.

The Council's preferred applications are:  
word processing      Microsoft Word  
spreadsheets         Microsoft Excel  
accounting             Sage

Sage will be updated continually.

**F      The Web**

**1      Internet access**

The Council recognises that the Internet is a valuable information resource with the potential to improve the delivery of its services.

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Dated.....

Signed.....