



NASH MILLS
PARISH COUNCIL

Clerk Report – IT and Email Addresses March 2023

Council Actions Required

- That council consider the quotes received (already budgeted for) to enable the clerk to purchase 8 new licenses for Cllr email addresses ready for the new council term.
- Council to determine the form of the new email addresses (should include .gov.uk, the clerk is currently clerk@nashmillsparishcouncil.gov.uk)
- All councillors to note that any who lose their seats or who decide not to stand must delete all NMPC emails once they are no longer a Councillor.
- All Councillors to note that the clerk should not be required to store any ancillary information for any Cllr's retiring as the working group reports and any meeting specific information are already on file where necessary.

Background

Due to GDPR regulations and to protect Cllrs when Freedom of Information requests are submitted, all Cllrs should have a parish specific email address. The new Council term starts in May 2023, and this is an opportune time to make any amendments.

It is also a recommendation of the Practitioners Guide and our advisory bodies ([file](https://www.nalc.gov.uk) [nalc.gov.uk](https://www.nalc.gov.uk)) and the requirements are set out below.

The importance of secure email systems and GOV.UK

5.204. All authorities except Parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk and other officers.

5.205. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.206. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.207. For the purposes of user management, councils should ensure that the Proper Officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

NALC's view it is best practice for corporate council emails to be used by all and a council

can have a policy saying that it will only use council email addresses for correspondence. A councillor who refuses to use a council email address may not receive written council communications if the council decides not to use other methods of communication with the councillor.

Considerations

Quotes were obtained from 2 sector specific providers. A third quote was obtained from online searches.

The clerk would advise using an external provider to set up the email addresses in the first instance so that they are ready quickly rather than being limited to the clerk's availability during financial year end up to May as leave is booked.

Budget set £36 per month. However, there is a contingency for set up built in to the EMR business expenses budget (currently £16k approx.)

These quotes and specifications/requirements have been discussed with Cllr Briggs as IT working group technical lead.

Quote One

Inclusive technology – £36 per month with £100 set up fee

- 8x Microsoft 365 Business Basic – @nashmillsparishcouncil.gov.uk
- Field Engineer Hour Rate – To complete install and integration of emails
Annual £432
Set up costs £250 (approx. field engineer cost plus one-off £100 set up fee)

Quote Two

- Microsoft direct £36 per month for 8 new licences.
Annual £432

Quote Three

Only available as an integrated package with support/archiving/cloud storage/data integration

- Licenses £36 pm
- Cllr Support £20pm
- User support £20pm
- Cloud storage and back up £8.40 pm
- E-training £8.55pm
Total £92.95 pm
Annual £1115.40
All of the above included as a whole package with other services and data migrations it would be £89.55 pm plus £645.00 one off costs = £1719.60 in first year.

Other Matters for Future Consideration.

- **Councillor Document Storage**
NMPC currently have access to SharePoint. Whilst it is not anticipated that Cllrs would need to store a large number of documents on a shared platform it could be that once the new council are in place that some limited storage may be required and accessed via SharePoint. This will be investigated post elections and a policy to

ensure that the storage is appropriate and that the system does not become too overloaded will be required.

- **Email use and administration policy**

This will be necessary as the clerk as the proper officer and administrator will have access but will also need to maintain security and confidentiality of the Cllr emails.

- **Email Retention policy**

Whilst NMPC have the recommended ICO retention policy in place a separate email policy should also be considered to ensure safe email use and hygiene.

Nikki Bugden
Clerk to the Council
9/3/2023