

Statement of Requirement for Councillors IT

South Somerset District Council will:

1. Provide Councillors with an SSDC e-mail address for Council business use (@southsomerset.gov.uk)
2. Allow Councillors to store e-mail and attachments relating to Council business for up to 12 months.
3. Provide information to Councillors in the most popular formats (Microsoft Office, Adobe PDF etc).
4. Provide access to SSDC email via Outlook Web App.
5. Facilitate the purchase of an appropriate piece of equipment/software (where a Councillor does not have the facility) to access documents in the most popular formats (Microsoft Office, Adobe PDF files etc) required to carry out their role as a Councillor.

Councillors will:

1. Be expected to have a separate private e-mail address for political / non-council use.
2. Have separate storage of personal data (photos etc on discs or memory stick or other devices).
3. Have Broadband access at their home address.
4. Have the ability to access documents in the most popular formats (Microsoft Office, Adobe PDF files etc) required to carry out their role as a Councillor.
5. Have the ability to access the SSDC website to view planning applications and the internet for research purposes.