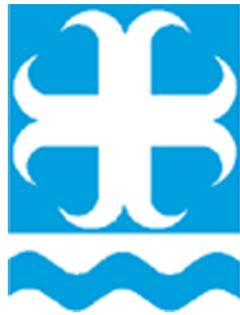


# **SEFTON COUNCIL**



## **OVERVIEW AND SCRUTINY**

### **SCOPING EXERCISE**

#### **Digital Inclusion**

## **MEMBERSHIP**

Cllr Sue Bradshaw  
Cllr Linda Cluskey  
Cllr Daniel Lewis  
Cllr Patrick McKinley  
Cllr Mike O'Brien  
Representative of Sefton CVS

## **TERMS OF REFERENCE AND OBJECTIVES**

### Overview

Digital inclusion is a principal and approach that aims to ensure that people have the capability to use the internet to do things that benefit them on a day to day basis - whether they be individuals, businesses or other entities eg the voluntary sector.

Likewise digital inclusion aims to reduce digital exclusion & the digital divide that can exist within society for a variety of reasons

The government's Information Economy Strategy called for greater focus on digital inclusion in order to:

- help businesses make smart use of information technology and data;
- ensure citizens benefit from the digital age; and
- underpin economic growth

Digital inclusion will be one of the areas that the Council will seek to contribute to and enable within the Borough of Sefton and as such this working group can help to develop a series of recommendations and principles for consideration as part of this work.

### Objectives

The objectives of this Working Group are to:-

- Identify the opportunity for the Council in supporting and enabling Digital Inclusion within the Borough of Sefton and the wider City Region;
- Identify how this can feed into the Councils future ICT and Digital Strategies;
- Confirm the strategic themes that should be addressed as part of this work eg connectivity and skills;
- Identify potential council activities that could be provided on a more digital basis and the enabling activity that will be required to support this; and
- proactively engaging with the Combined Authority and their advisors/consultants to ensure that opportunities identified for Sefton are

incorporated in to the Liverpool City Region Digital Infrastructure Action Plan to ensure positive outcomes for the borough and its constituent communities

All proposals will need to take account of resource requirements and be within the parameters of the current Medium Term Financial Plan

### **METHODS OF ENQUIRY**

The following methods of enquiry will be available to the working group:-

- Engagement with Council officers eg within the ICT service and Heads of Service;
- Research papers and case studies from other local authorities;
- Site visits where appropriate;
- Engagement with ICT providers; and
- Engagement where appropriate with education providers and the business community
- Engagement with Public Sector partners.

### **TIMESCALES**

*See Planning Chart*

### **OFFICER SUPPORT**

Lead Officer: Stephan Van Arendsen/ Stephen O'Brien  
Democratic Services Officer: Paul Fraser

### **OTHERS WHO WILL BE INVOLVED (Witnesses)**

Witnesses will be considered alongside the methods of enquiry as set out above

### **ARRANGEMENTS FOR REPORTING TO CABINET/COUNCIL**

Following receipt of the report by Overview and Scrutiny Committee, the report will be presented to Cabinet at the next available opportunity.

## **PLANNING CHART**

The Planning Chart is an example of the way reviews could/should be planned.

It is recommended that realistic time frames in which to carry out tasks should be considered including possible delays for public holidays and Council business. Effective planning suggests that more planning time be built into the chart.

Activity	MONTH-2018				
	February	March	May-June	July	Sept
Scoping	X				
Consider Documents		X			
Witnesses		X			
Site Visits			X		
Initial Findings				X	
Draft Report				X	
O&S Cttee Considers					X
Submit to Cabinet (if appropriate)					October

## Ten Step Process Flow Chart

Committee agrees Working Group membership and appoints Chair / Lead Member – Five Members and an external representative have agreed to serve on the Working Group (Councillors Sue Bradshaw, Linda Cluskey, Daniel Lewis, Patrick McKinley and Mike O'Brien and a representative of Sefton CVS). The Lead Member will be appointed at the first meeting of the Working Group

Working Group completes scoping document determining terms of reference & timetable.

Working Group submits scoping paperwork to the Overview and Scrutiny Committee for information purposes on 16 January 2018

Background research undertaken and evidence collected.

Working Group meets to determine questions they wish to ask witnesses.

Working Group make any necessary visits & additional evidence obtained.

Witness hearings take place & responses written up by support officer.

Working Group review headings for the final report.

Working Group and support officer draft final recommendations and approve final report.

Overview and Scrutiny Committee receives final report and recommendations and how they should be taken forward.

