# Members Approved Software and Hardware Catalogues

**Appendix B**

**Software**

**Members Approved Software Catalogue**

| Standard Software | |
| --- | --- |
| **Application Name** | **Purpose** |
| **MS Office 2003 Standard Version (includes):** | |
| Word 2003 | Word Processing documents – letters, reports etc. |
| Excel 2003 | Creation of Spreadsheets |
| Power Point 2003 | Preparing Presentations |
| Picture Manager 2003 | Viewing and basic manipulation of images |
| **Lotus Notes V7.02** | Email and calendar facilities |
| **Adobe Acrobat Reader V7.09** | Reading PDF Documents |
| **Internet Explorer V6.0** | Internet and Intranet access when connected to the Council's network |
| **PaperPort V9.0** | Software to facilitate scanning using the Council-provided Multi-functional device (see hardware catalogue) |
| Optional Software | |
| **Application Name** | **Purpose** |
| **Adobe Photoshop Elements V3.1** | Manipulation of Digital Photographs and graphical manipulation |
| **Microsoft Active Synch V4.1** | To allow synchronisation of Lotus Notes information between the Council's network and Council-provided PDAs |
| **Microsoft Publisher 2003** | Production of pamphlets, leaflets, posters etc |
| **DWG True Viewer** | Allows digital plans and technical drawings to be viewed |

# Members Approved Software and Hardware Catalogues

The table above shows all software available to Members and the versions supplied. The Members ICT Software Catalogue and contains standard desktop applications and those optional applications which are available upon request by individual Members.

## Process for requesting additional Software

- A Member identifies a new requirement or an application which would enhance the discharge of their Council duties.

- The Member provides a written request through his / her Group Support Manager or Democratic Services Officer.

- Democratic Services assess the business benefits to be gained from adding the item to the Members ICT software catalogue.

- Democratic Services liaise with ICT Business Relationship Management to obtain relevant information such as whether the proposed solution or an appropriate alternative is readily available, an indication of costs (including licensing and any development), and likely timescales for delivery.

- The Officer Steering Group established for consideration of Members ICT issues decides whether to progress.

- Where there are significant implications (substantial costs etc.), a view from Members will be sought via Member Management Committee

- If the decision is taken to proceed, Democratic Services liaise with ICT Business Relationship Management to manage the delivery process.

- The application or software is added to the Members Approved Software Catalogue (as a standard or optional item as appropriate)

- The Member who made the request is to be kept informed of progress throughout the process by his / her Group Support Manager or Democratic Services Officer.


**There will also be occasions where changes will be made to the Members Approved Software Catalogue due to occurrences such as technological developments which are considered to be of benefit to Members. An example of this is where there is a general Council-wide upgrade of a piece of software that already exists on the Members Approved Software Catalogue.**

# Members Approved Software and Hardware Catalogues

**<u>Hardware</u>**

**<u>Members Approved Hardware Catalogue</u>**

| Standard Desktop PC | |
| --- | --- |
| **Manufacturer** | **Model and Item information** |
| Hewlett Packard | DC7700 Small Form Factor 1GB RAM, D945 processor. |
| Hewlett Packard | 17" TFT display Monitor ( for Members who have chosen not to have a laptop) |
| Hewlett Packard | PS/2/USB Optical Mouse |
| Hewlett Packard | PS/2 Easy Access keyboard |
| **Standard Laptop** | |
| **Manufacturer** | **Model and Item information** |
| Hewlett Packard | Laptop -  6320 Core Duo T2300 Bundle Inc 17" TFT Monitor.  Keyboard/Mouse and Docking station. <br><br> Basic Port Replicator 1.2 (UK-Plug) with AC Adaptor |
| **Standard Printer / Scanner / Fax <br> (for use within Members home)** | |
| **Manufacturer** | **Model and Item information** |
| Hewlett Packard | Office Jet 6110  - All in one Multi-Functional Device |
| **Optional Items** | |
| Vasco Token | A small device which produces a randomly-generated 6 digit number which, when used with your login details and password on a specific web page allows you secure access to some of the Council's systems. |

For more information please see the ICT Service catalogue.

The table above shows all standard hardware which will be deployed to Members within Council premises and options for installation within Members homes.  Broadly,

# Members Approved Software and Hardware Catalogues

standard desktop PCs will be made available to Members at convenient locations within Civic Hall and in a number of other Council buildings across the city. Docking stations will also be provided to allow Members the facility to use their Council-provided laptops within Council buildings.

All Members will be given the choice of either a PC or laptop from the above catalogue for installation within their own homes. Access to the Council's network will be provided through Managed Service arrangement with BT.

## Process for requesting hardware

o A Member identifies a new requirement or a piece of hardware which would enhance the discharge of their Council duties.

o The Member provides a written request through his / her Group Support Manager or Democratic Services Officer.

o Democratic Services assess the business benefits to be gained from adding the item to the Members Approved Hardware Catalogue.

o Democratic Services liaise with ICT Business Relationship Management to obtain relevant information such as whether the proposed solution or an appropriate alternative is readily available, an indication of costs (including licensing and any development charges), and likely timescales for delivery.

o The Officer Steering Group established for consideration of Members ICT issues decides whether to progress.

o Where there are significant implications (substantial costs etc.), a view from Members will be sought via Member Management Committee

o If the decision is taken to proceed, Democratic Services liaise with ICT Business Relationship Management to manage the delivery process.

o The application or software is added to the Members Approved Hardware Catalogue (as a standard or optional item as appropriate)

o The Member who made the request is to be kept informed of progress throughout the process by his / her Group Support Manager or Democratic Services Officer.


**There will also be occasions where changes will be made to the Members Approved Hardware Catalogue due to occurrences such as technological developments which are considered to be of benefit to Members. An example of this is where there is a general Council-wide upgrade of hardware that already exists on the Members Approved Hardware Catalogue.**

# Members Approved Software and Hardware Catalogues

## Process for requesting access to websites

Leeds City Council uses software to prevent access to websites which may contain "inappropriate" content.  It may be that individuals or groups of Members may require access to websites which are generally restricted from the Council's network due to their content.  The appropriate procedure for requesting access to such web sites is as follows:

o  A Member makes a written request to his / her Group Support Manager or Democratic Services Officer as appropriate.

o  The request document is retained on the Member's personal file.

o  The Officer Steering Group, established for consideration of Members ICT issues, decides whether access should be granted to the individual Member or if there is a case for providing access to the web site(s) across the Member community.

o  Democratic Services liaise with ICT Business Relationship Management to manage the process of removing any restrictions for individual Members or more generally as appropriate.


NB: For information about the categories of web sites, to which access may be restricted, please see the Members ICT Usage Guidelines which can be viewed by clicking on the link below:

GUIDELINES FOR MEMBERS USING COUNCIL ICT EQUIPMENT.doc