

ICT Update

Date	Action
13th April	Members E Bulletin to be published including following information: <ul style="list-style-type: none">• Farewell to members not standing• Good luck to those that are standing• When IT equipment needs to be returned (laptops & swipe cards)• How to dispose of confidential information• Key induction dates• Date IT equipment is being wiped
9 May	ICT to disable accounts of those who have not been elected/retired. All ICT equipment to be returned to Democratic Services.
12 May	All new equipment to be ready by IT and passwords given to Democratic Services.
16 May	ICT and Democratic Services Support Session: Laptops and equipment will be provided to new Members. Laptops will have Microsoft 365 applications, including Teams, Outlook and SharePoint. Members will also receive a laptop bag, headset, and a mouse.

- I.T Support: Drop-in Sessions will be arranged and dates communicated to Members.