



## IT Review 23/9/22

**Purpose of review:** Ensure IT Infrastructure is secure, cost effective, time effective and compliant with data and audit requirements.

### **Background**

Increased use of IT to deliver information over time has meant that the PC has assorted platforms in use. This makes it more time consuming to access & more expensive than necessary.

A more integrated approach should be considered to reduce overall costs, simplify use and ensure data protection.

Confluence (virtual files/joint working) is not designed for its current purpose, therefore the administration time to make it function is too high. In addition, the new pricing structure will now cost \$550/year in the future

### **To consider**

- Improve and simplify document storage and sharing (for councillors)
- Reduce cost
- Reduce administration time spent on document storage and sharing (for clerk)
- Improve compliance with data regulations, provision of cloud working and central email management.
- Provide councillors with tools necessary to complete their role (either software or hardware).
- Provide official “.gov.uk” email addresses.
- Improve engagement with available resources & information.

### **Recommendation:**

- Move to the [Zoho](#) workplace platform.
- This will replace ProtonMail (paid and free) and Confluence plus Gmail, Zoom (as required) in a cost effective manner.
- The package is the right balance of cost, features and intuitive administration for the PC needs (without managed service provider).

\* Example video from free trial\*

## Improvements:

- Single login for councillors for all services (including apps for smartphones).
- Reduced cost.
- It will provide secure compliant cloud storage not requiring storage on personal devices (reducing personal risk)
- Email security (e.g. Councillors leaving, lost passwords, FOI requests) will improve.
- Video conferencing is branded, included and recordable.
- Office suite provided to users.
- Communication similar to Slack included.
- Administration and management console for clerk.

## Potential Solutions:

Google Workspace ( <a href="#">link</a> )	Microsoft 365 For Business ( <a href="#">link</a> )	Zoho Workplace ( <a href="#">link</a> )
<b>Price: £496.80/year</b>	<b>Price: Minimum of £486.00/year, see below.</b>	<b>Price: £259.20/year</b>
Notes: More privacy invasive than the other options	Notes: Would need third party management company	Notes: Parish branded video conferencing included
Confluence replacement: <input checked="" type="checkbox"/>  Fit for purpose, folders and files.	Confluence replacement: <input checked="" type="checkbox"/>  Fit for purpose, folders and files.	Confluence replacement: <input checked="" type="checkbox"/>  Fit for purpose, folders and files.
Shared and private files: <input checked="" type="checkbox"/>	Shared and private files: <input checked="" type="checkbox"/>	Shared and private files: <input checked="" type="checkbox"/>
Video conferencing: <input checked="" type="checkbox"/>	Video conferencing: <input checked="" type="checkbox"/>	Video conferencing: <input checked="" type="checkbox"/>
.gov.uk email address: <input checked="" type="checkbox"/>	.gov.uk email address: <input checked="" type="checkbox"/>	.gov.uk email address: <input checked="" type="checkbox"/>
Provides office suite: <input checked="" type="checkbox"/>  (google docs)	Provides office suite: <input checked="" type="checkbox"/>  (microsoft onedrive family)	Provides office suite: <input checked="" type="checkbox"/>  (zoho docs)

Meetings joinable without download: <input checked="" type="checkbox"/>	Meetings joinable without download: <b>X</b>	Meetings joinable without download: <input checked="" type="checkbox"/>
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### **Current set up pricing**

Confluence: £454.94/year n.b. this is revised structure from the website.

ProtonMail Emails: £161.28/year n.b based on 4 users at PLUS level and 4 users on FREE level

Zoom: £0/year as currently not subscribed

**Total: £616.22/year**

R.Girt Clerk