

## ITEM 7: NuLeAF INTRANET

Report to RWPG, 12<sup>th</sup> October 2020



This report outlines options for the provision of a NuLeAF intranet, should there be sufficient interest. Members views on whether they would prefer to continue to receive documents for comments by email or would rather use an intranet facility are invited.

### 1. Introduction

1.1 Currently, NuLeAF circulates draft documents for comment via email. This results in members feeding back comments individually, without being able to see feedback from others unless the responder circulates the email widely. This can lead to some duplication of comments.

1.2 At the request of members NuLeAF created a closed group on the Knowledge Hub which permits the sharing of confidential documents and information. Since its creation it has had limited use. A NuLeAF member has asked that we look at alternative ways of providing this facility. This paper sets out alternative options and considers their relative merits.

### 2. Options

#### ***2.1 Members section of new website.***

Whilst it is possible to create password protected pages of a website, in order for documents to be uploaded it would be necessary to give members admin rights, which is not felt to be advisable for security reasons.

#### ***2.2 Microsoft Teams***

Microsoft Teams permits the sharing of documents which can be edited by all members of the group. It also has a chat function enabling messaging. However, this would require all members to have access to Microsoft Teams software. In addition, it would be necessary for Suffolk County Council to add each council to its approved list which would require liaison between IT departments.

#### ***2.3 Dropbox***

Dropbox is a file sharing facility. Whilst it would not be possible for members to work on a document at the same time, it would be possible to post a document with comments for others to contribute to.

#### ***2.4 Hub software***

Alternative hub software such as that provided by Jive software is available, however, with costs starting at £20,000 this is not a practical option.

Alternatively, members could continue to receive draft documents for comment via email.