

Guidance on the Use of IT by Members

1. Purpose of Guidance

- 1.1 The Council provides Councillors with an allowance towards the costs of providing and maintaining equipment, software or other consumables necessary to allow Members to access the Committee Management System. This protocol gives advice on use of computer equipment in order to minimise risks to both the Council and to individual Councillors.

2. Security

- 2.1 Under the terms of the Connectivity Scheme, Councillors are responsible for:
- (i) Ensuring that their password and secondary authentication equipment remain accessible only by themselves;
 - (ii) Abiding by the Council's published ICT policies and standards relating to security of systems and data and remote working;
 - (iii) Meeting the requirements of the Local Government Act 1972 and any subsequent Act in relation to exempt and confidential information; and
 - (iv) Adhering to specific user policies for systems they are given access to.

3. Use of Equipment

- 3.1 Members should be mindful of the onus placed upon them under (2) above. They should maintain arrangements on their IT equipment that would meet the need to keep any material down-loaded via the Intranet securely at any remote location. Members should ensure that if the computer is shared, proper arrangements are made to limit access to materials stored by the member, that fall into exempt and confidential categories.
- 3.2 The Member should not store or download any material which:
- (i) Causes the Council to be brought in to disrepute;
 - (ii) Contravenes any Access to Information or Data Protection Acts or similar legislation;
 - (iii) Is illegal or inconsistent with the high standard expected of those in public office;
 - (iv) Is defamatory; and
 - (v) Breaches the Council's Code of Conduct.
- 3.3 If a Councillor uses their computer for the preparation of any material of a personal or political nature, he/she must make it clear that such material is published in a private capacity and not by or on behalf of the Council, and that no costs have been incurred by the Council as a consequence of its publication. Similarly, a Councillor should not express views on any matter relating to the Council without expressly indicating that the views are personal and not those of the Authority.

3.4 The Council accepts no responsibility for Member use of IT equipment.

For more information see the Member Connectivity Scheme and related ICT Policies.

G/C/07HILL/GUIDANCE ON THE USE OF IT BY MEMBERS.DOC