

Report to the Cabinet

Report reference: C/138/2006-7.
Date of meeting: 16 April 2007.



**Epping Forest
District Council**

Portfolio: Customer Service, Media, Communications and ICT.

Subject: Telephone Usage Policy and Email Acceptable Usage Policy.

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Democratic Services Officer: Gary Woodhall (01992 – 564470).

Recommendations/Decisions Required:

- (1) That the telephone usage policy and the e-mail acceptable usage policy as previously distributed be adopted.**

Report:

1. The Council has been carrying out a review of its ICT-related policies. The purpose of this review has been to ensure that existing practices and arrangements keep pace with changes in technology and employee behaviour. The Cabinet will be aware that at its meeting of 4 September 2006 the Internet usage policy was agreed. This formed the first stage in the review of ICT-related policies of this nature. The two policies now under consideration follow on from the earlier policy and have been written to make explicit how staff may use these facilities. That said, it is generally accepted that staff are sensible and appropriate in the use of these facilities, but monitoring and HR casework have shown that in relatively rare cases there have been incidents of misuse. Equally, the policies have been drafted to take into account matters such as the increased usage of mobile telephones on a personal and work basis, and facilities such as text messaging and mobile telephone technology.

2. The new policies have been designed to provide a clear framework for staff and make explicit the Council's expectations. Equally they protect staff by making these matters explicit. The Cabinet is asked to consider these. It is intended that once agreed by Cabinet the policies will be provided to all staff who will be asked to sign a declaration indicating that they have read and will abide by the policies.

3. Both policies have already been distributed to all members of the Cabinet; further copies can be obtained from Democratic Services.

Statement in Support of Recommended Action:

3. The policies provide an appropriate framework for the use of telephone and email technology at work by staff.

Other Options for Action:

4. The Council could adopt a different approach if wished, which provided more or less discretion over the use of email and telephone technology by staff.

Consultation Undertaken:

5. Joint Consultative Committee, who supported the policies.

Resource implications:

Budget provision: The proposal can be adopted within existing budgetary provision.

Personnel: As set out in the report.

Land: N/A.

Community Plan/BVPP reference: N/A.

Relevant statutory powers: N/A.

Background papers: N/A.

Environmental/Human Rights Act/Crime and Disorder Act Implications: N/A.

Key Decision reference (if required): N/A.