

# Report



meeting **Administration Committee**

date **6 April 2005**

agenda item number

## REPORT OF THE HEAD OF IT

### INTERNET AND E-MAIL POLICY FOR COUNCILLORS

#### 1. Purpose of Report

- 1.1 To note the Internet and e-mail policy for Councillors in order to protect Councillors and the Council from accusations of misuse and/or malpractice.

#### 2. Background

- 2.1 The Administration Committee has agreed previously that a single policy covering use of e-mail and Internet for Councillors should be drafted for consideration.
- 2.2 Originally it was thought that the Council's recently approved policy for e-mail and Internet use would apply to both Councillors and employees. However following consultation with Head of Members' Services and The Head of Democratic and Legal Services, the view was that it would be more appropriate to have "twin" policies, one for Councillors and one for employees. This was to ensure that the issues relating to compliance etc, are clearly stated which vary between councillors and employees.
- 2.3 A policy covering the use of e-mail and Internet for Councillors (see attached) has been consulted extensively through the three political parties and modified based on issues raised.
- 2.4 The Administration Committee on 1<sup>st</sup> December 2004 agreed that until a policy for Councillors is agreed, Councillors will be expected to act in

accordance with the policy for employees. The policy for employees was approved by the Personnel Committee on 6<sup>th</sup> December 2004.

### **3. Next Steps**

- 3.1 The draft policy will need to be taken to the Standards Committee for consideration and thereafter presented to the full County Council for approval.
- 3.2 When agreed, the policy will be included in advice issued to Councillors, who will be expected to confirm their agreement to act in accordance with it.

### **4. Financial Implications**

- 4.1 There are no specific financial implications arising from the report.

### **5. Statutory and Policy Implications**

- 5.1 The policy has been developed in line with the International Standard for Information Security Management ISO 17799 and other relevant legislation i.e. Data Protection Act 1998, The Freedom of Information Act 2000, and Computer Misuse Act 1990.

### **6. Recommendations**

- 6.1 That the draft E-Mail and Internet Policy for Councillors be forwarded to the Standards Committee for consideration and thereafter presented to the full Council for approval.

### **7. Legal Comments**

This report is for noting only (KK 11.03.2005)

### **8. The Director of Resources' Financial Comments**

The financial implications are as stated in the report (NS 14/3/05)

**Steve Sankey**

**Head of IT**

**Resources (IT Services)**