
REPORT TO: STANDARDS COMMITTEE AGENDA ITEM: 7

DATE OF MEETING: 21ST APRIL 2005 CATEGORY: DELEGATED

REPORT FROM: MONITORING OFFICER OPEN PARAGRAPH NO: N/A

MEMBERS' CONTACT POINT: ANDREA McCASKIE (5831) DOC:

SUBJECT: REVIEW OF THE PROTOCOL FOR THE USE OF INFORMATION TECHNOLOGY BY MEMBERS OF THE COUNCIL REF:

WARD(S) AFFECTED: ALL

1.0 Reason for Exempt

1.1 Not applicable.

2.0 Recommendations

2.1 That Members review the current Protocol for the Use of Information Technology by Members of the Council and make any appropriate recommendations to Full Council.

3.0 Purpose of Report

3.1 To consider the Protocol for the Use of Information Technology by Members of the Council.

4.0 Detail

4.1 A copy of the current Protocol for the Use of Information Technology by Members of the Council is attached at Annexe 'A'. This was approved by Full Council on 4th November 2004 prior to the distribution of laptop computers and peripherals to Members in January 2005 to improve communication and enhance working arrangements. The Protocol was developed following visits to three neighbouring authorities to discuss their experiences on implementing this project.

4.2 At the time that the Protocol was agreed, it was recognised that this was a document which could be reviewed and amended, if necessary, in the light of Members' experiences following the implementation of the project. Accordingly, the opportunity has now been taken to expand Section 4 relating to use of the equipment and this proposed revised section is attached at Annexe 'B'. This has been circulated to all

Members of the Council and any comments on the revision have been requested prior to the Meeting together with any other suggestions, alterations or amendments.

- 4.3 Although the current Protocol does not permit personal use of the equipment, it is possible that this may be requested at some time. In this event, a suggested section covering this use is attached at Annexe 'C' which could be inserted into the Protocol and Members' comments on this are also requested.

5.0 Financial Implications

- 5.1 None.

6.0 Corporate Implications

- 6.1 The enhanced ways of working will improve communication channels with Members.

7.0 Community Implications

- 7.1 Members will be more accessible to their constituents through electronic channels.

8.0 Background Papers

- 8.1 4 Nov 04 Report to Full Council