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# ELECTRONIC EQUIPMENT POLICY

## 1. Introduction

1.1 Frampton Cotterell Parish Council's general presumption for this policy is for electronic provision of information and transaction of business to facilitate effective communication and collaboration and to reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.

## 2. What Councillors can expect from the Council

2.1 The Council will provide a device such as a Chromebook or laptop to all Councillors to use for Frampton Cotterell Parish Council business.

2.2 A Chromebook is a wireless portable computer. For the purposes of this policy "equipment" relates to the Chromebook or pc keyboard, case, charger, and any other accessory supplied.

2.3 The Council will arrange for Councillors to receive technical support and training for their device if required.

2.4 The Council will, where practical, provide a Councillor with a temporary replacement device whilst fixing or replacing their original device, provided that the Councillor has complied with all the requirements as outlined in paragraph 3.1

## 3. What Officers can expect from Councillors

3.1 Councillors must report immediately to the Clerk any loss or damage to all or any of the equipment including if the device is stolen.

3.2 If the equipment is lost or broken, then Councillors may need to pay an element of the cost to fix or replace it.

If the equipment is lost, broken, or stolen as a result of negligence on behalf of the Councillor, then the Councillor would be expected to pay for the cost of replacement which would be provided by the Council on a like for like basis.

If the equipment ceases to work as a result of reasonable wear and tear or due to a fault it will be fixed or replaced by the Council at no cost to the Councillor.

3.3 Councillors may only download and use Apps approved by the Council.

3.4 Councillors may use Bluetooth enabled devices such as headphones with the device, but these will not be provided or maintained by the Council.

3.5 It should be noted that non-compliance with this usage policy would be contrary to the Code of Conduct relating to the use of Council resources which states:

“You must when using or authorising use by others of the resources of your authority:

- a) Act in accordance with your authority’s reasonable requirements
- b) Ensure that such resources are not used improperly for political purposes, including party political purposes.”

#### **4. Return and Recovery of Equipment**

4.1 All equipment and software assigned remains the property of the Council. The Council reserves the right to require Councillors to return the equipment at any time.

4.2 At the point at which a Councillor’s term of office is ended all equipment issued must be returned to the Council within one week of ceasing office in the condition in which it was issued (reasonable wear and tear excepting). All the information held on the equipment will be deleted and the equipment may be re-issued.

#### **5. Email Messages**

5.1 All emails that are used to support the business of Frampton Cotterell Parish Council must be sent using the specific Councillor Frampton Cotterell Parish Council address with the standard electronic signature at the bottom of any email sent.

5.2 Non-Frampton Cotterell Parish Council email accounts must not be used to conduct or support Frampton Cotterell Parish Council business.

5.3 All emails must carry the official Council footer.

5.4 The automatic forwarding of emails is not permitted due to the potential sensitivity of information therein.

#### **6. The Provision of Electronic Meeting Summonses**

6.1 Before the Local Government (Electronic Communications) (England) Order 2015 came into force in January 2015 Councillors could receive agendas electronically; however, there was still a requirement to issue the summons to the Councillors in a paper format if a councillor preferred.

6.2 The Local Government (Electronic Communications) (England) Order 2015 allows Councillors to receive the summons to attend meetings in electronic form subject to receipt of written consent. This consent is given at the time of taking office.

6.3 In view of the Council’s wish to increase electronic provision of information to facilitate the transaction of business and the use of effective communication thereby reducing the reliance on hard copies of documents Councillors with Council devices will no longer receive paper copies of agendas or meeting papers in hard copy, unless specifically requested.

#### **7. Declaration Policy Compliance**

7.1 To confirm that a Councillor agrees to use the equipment supplied in accordance with this usage policy s/he is requested to sign the declaration in Appendix 1 prior to the issue of the equipment.

**USE OF ELECTRONIC TABLETS POLICY**

**APPENDIX 1**

I agree to use the equipment issued to me in accordance with this usage policy.

Name.....(PRINT)

Signature.....

Date.....

Equipment received (equipment type, serial number, condition, device name):

<b><i>Office Use only</i></b>	
<b><i>Date of equipment Issue</i></b>	
<b><i>Equipment Reference</i></b>	