
Standards Committee: Code of Conduct updates including IT Policy

Background and context

- 1 There are two changes which need to be made to the Code of Conduct (Part 5, Section 1 of the Council's Constitution).
- 2 Firstly, references to the former role of 'Senior Adviser' to Cabinet Member need to be removed in line with a wider review of the Constitution by the Governance Committee which is subject to a separate report on the agenda.
- 3 Secondly, the IT Policy for members, which is included as part 6 of the Code of Conduct, needs updating following a review of the IT equipment offered to members by the then Cabinet Member for Economy and Corporate Resources in early 2021, ahead of the elections that took place in May 2021.

Proposal details

- 4 The references to the former role of 'Senior Adviser' to Cabinet Member which need deleting are in paragraph 8(1)(b) of part 2 of the Code of Conduct.
- 5 Proposed changes to the IT Policy are **set out at Appendix 1**. In summary the changes are as follows:
 - All members are now offered the opportunity to use the 'Intune' app to access the County network on a private device, so the text in paragraph 2(3)(a) is amended to reflect this.
 - Printers are no longer included as part of the standard IT equipment provided to members because of the Council's drive to increase digitization and to reduce the use of paper. It is therefore recommended that the direct reference to the provision of printers in paragraph 2(4)(b) should be deleted. Printing can still be carried out at County buildings where necessary. Paragraph 2(3)(b) gives a general ability for requests for other IT equipment to be made which, in exceptional circumstances could include a printer.
 - Paragraph 4 contains the duties of care. Two revisions are proposed – firstly, to explicitly refer to data protection duties of care and, secondly, to update the requirements for members to ensure that their laptops receive updates, to reflect current practice which was changed at the beginning of the pandemic in 2020 when remote working became more common.

Finance

- 6 There are no revenue budget consequences.

Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
Reputational risks and risks to decision-making through members not maintaining high standards in IT usage.	Training is made available to all members on the need to promote high standards of conduct and new members received an IT induction that included the principles of acceptable usage.

Policy alignment and compliance

7 Not applicable.

Recommended

- (1) That the removal of the term 'senior adviser' to Cabinet Member in paragraph 8 of the Code of Conduct be approved; and
- (2) That the proposed changes to the IT Policy, as set out at Appendix 1, be approved.

Pete Bradbury

Chairman of Standards Committee

Contact Officer: Charles Gauntlett, Senior Advisor, 033 022 22524 or charles.gauntlett@westsussex.gov.uk

Appendices

- Appendix 1 – Proposed changes to Code of Conduct IT Policy

Background papers

None