

## **Standards Committee**

**14 June 2021**

### **Code of Conduct – Revisions to IT Policy**

**Report by Director of Law and Assurance**

**Electoral division: Not applicable**

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#### **Summary**

The IT Policy forms part of the Code of Conduct to promote and maintain good standards of conduct when using the County Council's IT equipment. Minor changes are proposed to reflect the equipment now being offered to members and updates to advice on duties of care.

In the Code of Conduct, there is one reference to the former role of 'Senior Adviser' which the Committee is asked to agree to remove in line with a wider review of the Constitution being undertaken by the Governance Committee.

#### **Recommendations**

- (1) That the removal of the term 'senior adviser' in paragraph 8 of the Code of Conduct and the proposed changes to the IT Policy in Appendix 1 be endorsed and submitted to the County Council for approval on 16 July 2021.
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#### **Proposal**

##### **1 Background and context**

- 1.1 The Committee is responsible for maintaining an overview of the Code of Conduct in the County Council's Constitution. The IT Policy for members is included as part 6 of the Code of Conduct (Part 5, Section 1 of the Constitution), as this means that appropriate IT use by members is promoted and maintained through the Standards Committee.

##### **2 Proposal details**

- 2.1 The IT equipment to be offered to members was reviewed by the Cabinet Member for Economy and Corporate Resources in early 2021, ahead of the elections that took place in May 2021. 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.
- 2.2 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.

- 2.3 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 during the beginning of the pandemic in 2020 when remote working became more common.

### **3 Other options considered (and reasons for not proposing)**

- 3.1 Not applicable.

### **4 Consultation, engagement and advice**

- 4.1 Not applicable.

### **5 Finance**

- 5.1 There are no revenue budget consequences.

### **6 Risk implications and mitigations**

<b>Risk</b>	<b>Mitigating Action (in place or planned)</b>
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.

### **7 Policy alignment and compliance**

- 7.1 Not applicable.

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**Appendix** – Proposed changes to Code of Conduct IT Policy

**Background papers** – None.