

Proposed updates to part 6 of Part 5, Section 1 of the Constitution

Proposed additions are shown in bold italic type with deletions struckthrough.

Part 6

IT Provision and Usage Policy

1. Introduction

- (1) IT equipment is provided to members to support them in carrying out their role as county councillors. All members are expected to adhere to the West Sussex County Council Acceptable Use Policy, which is available on the West Sussex County Council Intranet.
The County Council will conduct routine monitoring of internet and email traffic in order to measure compliance and mitigate security risk.

2. Computers and Phones

(2) Computers and connection

- (a) West Sussex County Council will provide all members with a standard {lightweight} **touchscreen** laptop which will include all software required to connect to the West Sussex County Council network and conduct day-to-day business. This includes an electronic diary, **integrated telephone** ~~phones~~ and video conferencing facilities. Members are encouraged to make full use of the functionality of the IT available to enable virtual working, ~~and~~ reduce paper consumption ~~where appropriate~~ and help ensure the most efficient use of member and officer time.
- (b) The computer equipment will connect to the ~~West Sussex County Council's~~ network via home broadband (and directly in any ~~West Sussex County Council~~ building).

(3) Access via personal mobile devices ~~Smartphones and additional hardware/software~~

- (a) ~~Mobile devices (such as Smartphones) or County network access to a members' own smartphone~~ **Access to Council emails and calendars on personal smartphones or tablets** via **the Intune Company Portal app is available to all members.** ~~MobileIron Corporate~~ **mobile devices (such as smartphones) can** be issued upon request to members who undertake responsibilities for which they receive a Special Responsibility Allowance (SRA) and subject to approval of the appropriate cabinet member. Should the member cease to undertake such responsibilities the Smartphone will be switched off, recalled and reissued if needed to the member taking over those responsibilities if

~~applicable. Members not in receipt of an SRA will only be issued with a Smartphone or MobileIron access if the appropriate cabinet member responsible for IT approves this following the recommendation of the member's group leader with justification for the request.~~

- (b) Any further hardware or software requirements need to be approved by the appropriate cabinet member following the recommendation of the member's group leader with justification for the request. Any necessary additional software or hardware will be obtained and only installed by IT Services Unit specialists.

(4) **Printing**

- (a) ***Members are encouraged to avoid printing where possible to support digital working and to save paper.*** Through the laptop and software provision, all members will have access to the network printing facilities (which includes photocopying and scanning). This enables members to send documents from their home for collection at any of the main County Council premises and similarly to scan a document from the printing device and send it to the member's County Council e-mail address.

- ~~(b) Printing if required in your home location will be done using the standard black and white lightweight Laser printer. There is no support for connecting personal printers to a County Council supplied laptop. Paper and black and white toner cartridges for County Council equipment can be obtained through Democratic Services.~~

3. Support and Lost or Stolen equipment

- (1) The equipment is maintained under the County Council's hardware and software support contract. Any faults will be dealt with either by correcting them on the existing equipment or by the provision of replacement equipment.
- (2) The County Council does not offer a home visit service and as such any faults that require hardware replacement or fix will need to be brought in to the nearest County Council building at agreed times to suit both members and support staff.
- (3) You can report any problems or faults through the dedicated Members' Service Desk telephone line (01243 777007) or on the intranet. The operating hours of the service are 7.00 a.m. to 7.00 p.m. on Monday to Friday. Your fault will be logged and you can expect a four hour response and four day fix in line with the service level agreements contracted between the County Council and Capita IT.

- (4) In the unfortunate event of any equipment being lost or stolen contact the IT Service Desk to report the incident on 01243 777007 as soon as possible, you will also need to report the situation to the police if stolen and retain the police incident reference.

4. Duties of Care

- (1) Your principal duties under the Protocol are:
- To take reasonable care to safeguard the computer equipment.
 - To follow instructions given by the County Council, its agents and manufacturers of the equipment as to its use, and not to allow it to be interfered with.
 - To allow reasonable access to the equipment for any necessary work, adjustment, removal or replacement.
 - To report any damage to the equipment within one week of its occurring.
 - Comply with the terms of the Protocol and Acceptable Use Policy.
 - To manage your email mailbox content to ensure removal of old emails no longer required keeping the mailbox within the agreed size limits. Email mailbox sizes limits will not be increased due to mismanagement of emails.
 - **To treat personal information carefully in line with data protection requirements and be aware of the possibility of having to disclose emails as part of freedom of information requests.**
 - You must not send emails or documents from County Council email addresses to your personal or a family email address other than for the purpose of printing or reading the document, after which the document will be deleted. Only your County Council email address may be used for sending information held by the County Council.
 - You must **switch off and restart** your laptop at least once **a week to make sure that any updates that have been downloaded are installed** every 30 days to a network connection. This is required to ensure that the laptop receives the latest security, antivirus and system updates that will keep the laptop optimised for use. **The longer the time between restarts, the longer it will take to power up a laptop and multiple reboots may be required.**
 - Password resets can be performed over the phone. However, proof of identification is required to ensure details are provided to the correct person. Members will be required to provide these security details during a call to enable the password to be reset.
- (2) The County Council's principal duties are to take reasonable care to carry out its obligations under the Protocol responsibly and to make appropriate and timely arrangements with any agent or contractor for appropriate supply and maintenance. It is important you appreciate, however, that the County Council does not:

- **Accept liability for loss of any personal data stored on the computer.**
- **Accept liability for accidents arising out of work done on your computer in your home, unless they result in death, injury or loss of property and are directly due to the negligence of the County Council or its agents.**

(3) When you cease to be a member of the County Council, for whatever reason, all computer equipment **and** software ~~and lines,~~ which remains the property of the County Council, and will need to be returned to the nearest County Council building normally within a two-week period after the end of your term of office. You should not use the equipment, other than on terms agreed in advance with the County Council, after the date when you cease to be a member. All data on the machine will be deleted so that the equipment can be reused. ~~Where provided by the Council, the County Council will also request the telephone company to disconnect the dedicated telephone line unless it is transferred to your personal use by agreement between yourself and the County Council.~~