

USE OF ELECTRONIC TABLETS BY COUNCILLORS

1.0 Policy Statement

1.1 Context

- 1.1.1 Thanet District Council's general presumption is for electronic provision of information and transaction of business, to facilitate effective communication and reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.

2.0 What Councillors can expect from Officers

- 2.1 The Council will provide all Councillors with an Tablet to use for the Council's business.
- 2.2 A Tablet is a wireless, portable computer with a touch screen. A tablet is typically smaller than a laptop and notebook computer, but larger than a smartphone. Examples of Tablets are the Apple iPad and Samsung Galaxy Tab.
- 2.3 The Council will provide Councillors with technical support during the following working hours:
- EK Services ICT: Monday to Friday 8.00am – 6.00pm.
 - Democratic Services: Monday to Thursday 8.45am – 5.30pm and Friday 8.45am – 5.00pm.
- 2.4 The Council will provide Councillors with regular training on the use of the modern.gov app. This is an app that allows Councillors to access agendas and meetings of Council Committee meetings.
- 2.5 The Council will where practicable provide Councillors with a temporary replacement Tablet whilst fixing or replacing their original Tablet, providing Councillors have complied with all the requirements as outlined in paragraph 3.1.

3.0 What Officers can expect from Councillors

- 3.1 Councillors must report immediately to Democratic Services any loss or damage to all or any of the equipment, including if the Tablet is stolen.
- 3.2 If the equipment (including tablet, charger and cover) is lost or broken then Councillors may need to pay an element of the cost to fix or replace it:
- If the tablet is lost, broken, or stolen (as a result of negligence on the part of the Councillor) then the Councillor would be expected to pay for the cost of a 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 would 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 Councillor provided Bluetooth enabled accessories (such as a keyboard) with the tablet, however these would not be provided by, 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 for Members and Co-Opted Members' relating to the use of Council resources which states that:

'3.1 You must, when using or authorising the use by others of the resources of the Authority:
(a) act in accordance with the Authority's reasonable requirements; and
(b) ensure that such resources are not used improperly for political purposes (including party political purposes).'

4.0 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 (including tablet, case and charger) must be returned to the Council within one week of ceasing office, in the condition it was issued (reasonable wear and tear excepting). All information held on the equipment will be deleted and the equipment may be re-issued.

5.1 E-Mail Key Messages

5.1.1 All e-mails that are used to conduct or support official Thanet District Council business must be sent using a "@thanet.gov.uk" address.

5.1.2 Non-council e-mail accounts must not be used to conduct or support official Thanet District Council business. Councillors and users must ensure that any emails containing sensitive information must be sent from an official council email account (e.g. @thanet.gov.uk).

5.1.3 All official e-mail must carry the official Council disclaimer, a guide on how to set this up using the signature facility can be found in Annex 1, along with an example of the official council disclaimer.

5.1.5 Automatic forwarding of email is not permitted.

6.0 Information Security Policies Overview

6.1 In February 2015 the three SIROs (Senior Information Risk Owner) and their deputies of the Councils of Canterbury, Dover and Thanet together with key staff from EK Services ICT, EKHR and EKAP formed the East Kent Corporate Information Governance Group.

6.2 The main objective of the group was to improve the management and security of information held and used by the Councils, provide support to the SIROs and to develop an

Information Security and Governance Framework and an associated suite of Information Governance Policies for the three Councils.

6.4 This policy is complementary to a number of the policies within the framework which Councillors must abide by.

7.0 The provision of electronic meeting summonses

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

7.2 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.

7.3 In view of the Council's wish to increase electronic provision of information and the transaction of business to facilitate effective communication and reduce the reliance on hard copies of documents; Members are asked to agree to no longer receive paper copies of committee meeting agendas and instead receive agendas (including the summons) electronically by signing the declaration below.

8.0 Policy Compliance

8.1 If you do not understand the implications of this policy or how it may apply to you, seek advice from Democratic Services or EK Services ICT.

9.0 Declarations:

9.1 In accordance with the Local Government (Electronic Communications) (England) Order 2015, I consent to receive summonses for committee meetings by electronic communication.

Signed:

Printed:

Date:

(cont.....)

9.2 I agree to use the Equipment in accordance with this usage policy.

Signed:

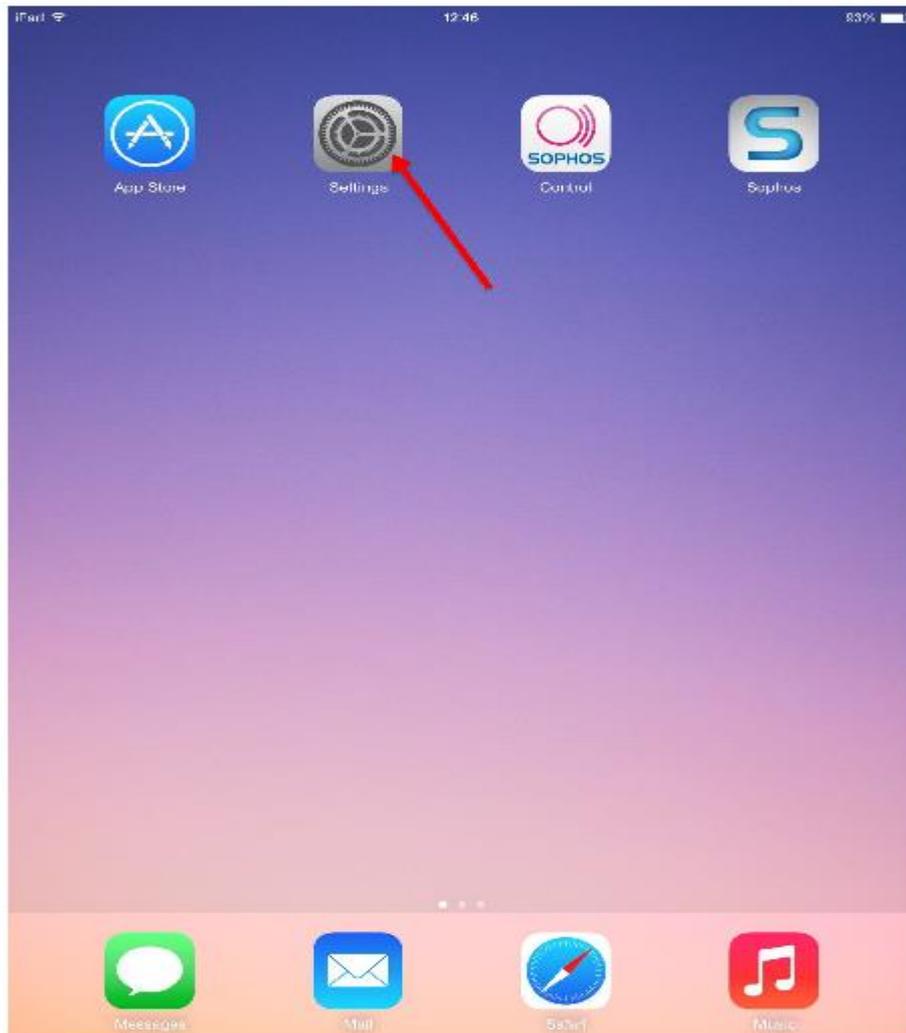
Printed:

Date:

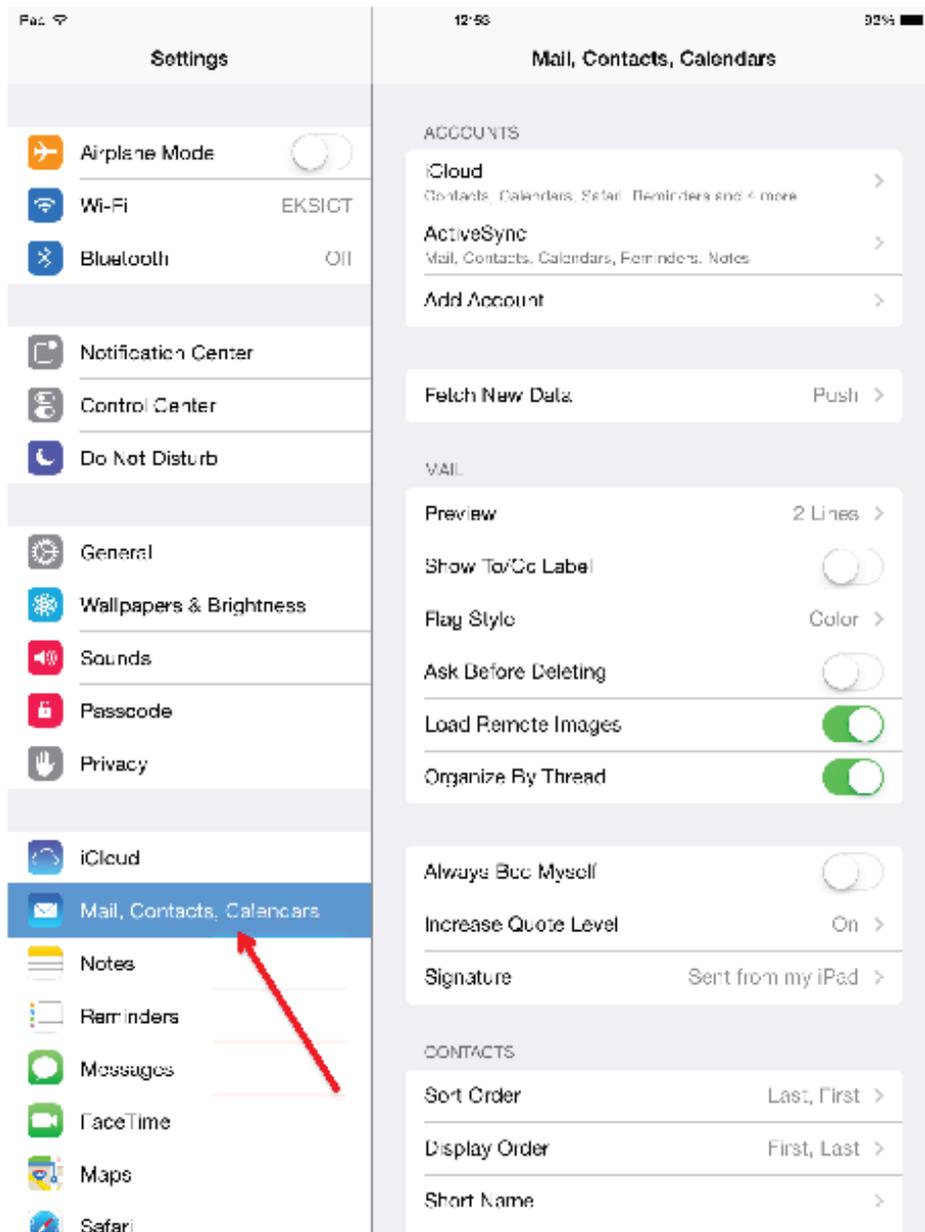
Annex 1 – How to create an email signature, and an example of the official council disclaimer

How to create an email signature on your iPad

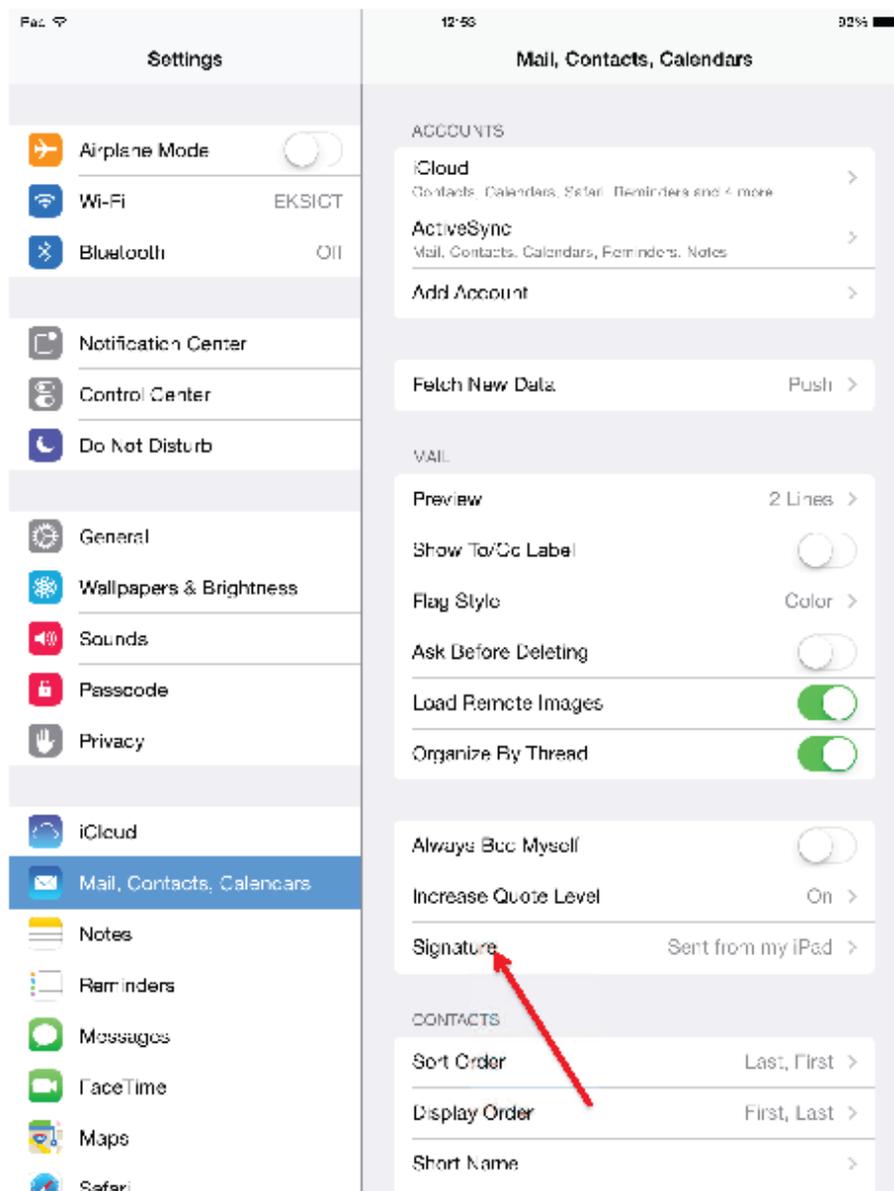
Tap on the Settings icons



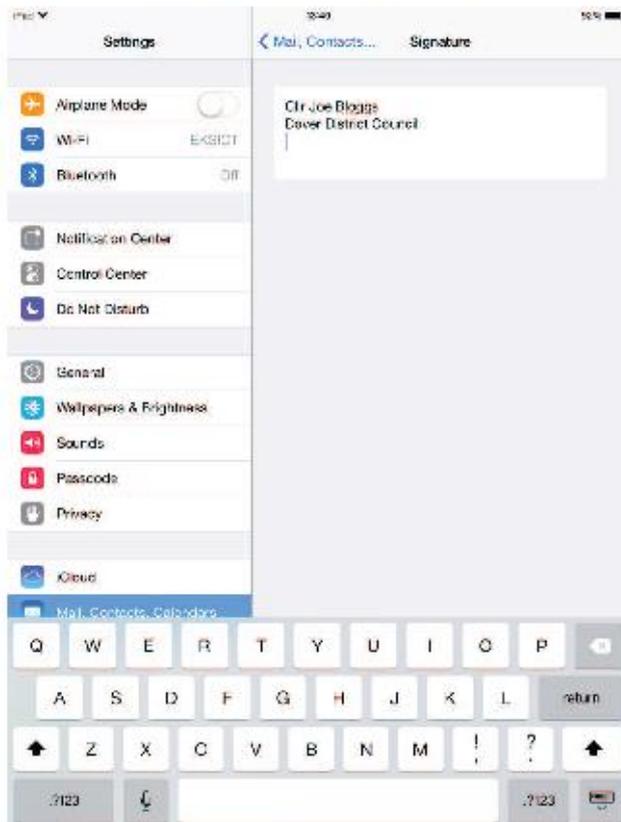
Tap on Mail, Contacts, Calendars



Tap on Signature



Type the desired information into the Signature field as below.



Press the home button and any newly composed email will now have your new signature.



Official Council Disclaimer for Inclusion in Email Signature:

This email and any attachments are confidential and intended solely for the addressee and may also be privileged or exempt from disclosure under applicable law. If you are not the addressee, or have received this email in error, please notify the sender immediately, delete it from your system and do not copy, disclose or otherwise act upon any part of this email or its attachments.

Any views expressed in this email are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Thanet District Council.

Whilst all reasonable care has been taken to avoid the transmission of viruses, it is the responsibility of the recipient to ensure that the onward transmission, opening or use of this email and any attachments will not adversely affect its systems or data. No responsibility is accepted by Thanet District Council in this regard and the recipient should carry out such virus and other checks as it considers appropriate.