

<b>Item No.</b> 8.3	<b>Classification:</b> Open	<b>Date:</b> 20 October 2010	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Member and Officer Protocol update	
<b>From:</b>		Strategic Director of Communities, Law & Governance	

## RECOMMENDATION

1. That the proposed revisions to clauses 45 to 47 of the member and officer protocol as set out in paragraph 5 of this report be agreed.

## BACKGROUND INFORMATION

2. The member and officer protocol contains sections on using and caring for equipment. With new member IT arrangements in place there is a need to update the protocol to reflect the new offer.
3. At the Constitutional Steering Panel (CSP) meeting on 30 March 2010 it was agreed that the member and officer protocol be resubmitted to a future meeting of CSP with the following amendments to the section on councillors' use of IT equipment:
  - Paragraph 1 - remove the word 'replacement' and clarify sentence.
  - Paragraph 2 - include reference to the fact that any insurance paid by a councillor would be recoverable from the council.
4. On 4 October 2010 the constitutional steering panel considered the proposed changes to the member and officer protocol and agreed that the proposed revisions to clauses 45 to 47 be recommended to council assembly for adoption.

## KEY ISSUES FOR CONSIDERATION

5. The proposed new clauses incorporating these changes are:

### Recommended rewording

#### Using and caring for equipment

45. Members have a personal responsibility for any IT equipment supplied to them by the council and should take all reasonable steps to ensure that this equipment is kept safe and in good working order. Members should also report any loss/theft to member services in order to secure replacement equipment but should note that only one issue and one upgrade/replacement will be paid for by the council in any 4-year term of office. Members should report any technical problems, lack of service etc. to the council's contractor.
46. Members are advised to consider adding council issued equipment to their home insurance arrangements. Members will be able to claim any additional related premium from the council.

### Recommended rewording

46.47. A restricted level of personal use of the equipment is permitted provided it does not constitute misuse as detailed in the communication protocol. Members will need to:

1. reimburse the council for any personal use of equipment that incurs a cost to the council or;
2. confirm that all costs were associated with official council business.

Members will also be responsible for any use of equipment, authorised by them or not (unless reported lost or stolen), and hence any associated costs.

48. Members are reminded that details of expenses paid on their behalf are published on the Southwark website.

47.49. IT equipment supplied to members remains the property of the council and must be returned when their period of office ends.

The subsequent clauses in the member and officer protocol will be renumbered.

### Resource implications

6. Any costs resulting from members' expense claims in respect of increased insurance premiums can be contained within existing budgets. There are no other council resource implications arising from this report.

### Legal implications

7. There are no specific legal implications relating to this report. Article 1.5(b) of the constitution states that any changes to the member and officer protocol are reserved to council assembly. The role of the constitutional steering panel is to give prior consideration to any constitutional change and in doing so it can also make recommendations to council assembly.

### Community impact statement

8. This report has no immediate impact on the community.

### BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark Constitution and member and officer protocol	160 Tooley Street London SE1 2TZ & council's website	Graham Love 020 7525 0617
Constitutional Steering Panel	160 Tooley Street London SE1 2TZ.	Lesley John 020 7525 7228

## AUDIT TRAIL

<b>Lead Officer</b>	Deborah Collins, Strategic Director of Communities, Law & Governance	
<b>Report Author</b>	Graham Love, Head of Democratic Services	
<b>Version</b>	Final	
<b>Dated</b>	7 October 2010	
<b>Key Decision?</b>	No	
<b>Consultation with other officers / directorates / cabinet member</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Communities, Law & Governance	Yes	Yes – incorporated in report
Finance Director	Yes	Yes – incorporated in report
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	7 October 2010	