



BLEADON PARISH COUNCIL

IPAD'S POLICY

Adopted on 8th June 2020 – 333.7.6

USE OF ELECTRONIC TABLETS POLICY

1. Introduction

1.1 Bleadon Parish Council's general presumption for this policy is for electronic provision of information and transaction of business to facilitate effective communication and collaboration and to reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.

2. What Councillors can expect from the Parish Clerk

2.1 The Council will provide a Tablet to all Councillors to use for Bleadon Parish Council business.

2.2 A Tablet is a wireless portable computer with a touch screen. For the purposes of this policy "equipment" relates to the Tablet keyboard, case and charger.

2.3 The Council will provide Councillors with technical support for their Tablets if required.

2.4 The Council will where practicable provide a Councillor with a temporary replacement Tablet whilst fixing or replacing their original Tablet, provided that that Councillor has complied with all the requirements as outlined in paragraph 3.1

3. What Officers can expect from Councillors

3.1 Councillors must report immediately to the Clerk any loss or damage to all or any of the equipment including if the Tablet is stolen

3.2 If the equipment is lost or broken, then Councillors may need to pay an element of the cost to fix or replace it.

If the equipment is lost broken or stolen as a result of negligence the behalf of the Councillor, then the Councillor would be expected to pay for the cost of 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 will 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 Bluetooth enabled devices such as headphones with the Tablet, but these will not be provided 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 relating to the use of Council resources which states in paragraph 3 (9):

"You must when using or authorising use by others of the resources of your authority:

- a) Act in accordance with your authority's reasonable requirements
- b) Ensure that such resources are not used improperly for political purposes, including party political purposes."

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

5. Email Messages

5.1 All emails that are used to support the business of Bleadon Council must be sent using the @bleadonparishcouncil.co.uk" address.

5.2 Non-Bleadon Parish Council email accounts must not be used to conduct or support Bleadon Parish Council business.

5.3 All emails must carry the official Council footer.

5.4 The automatic forwarding of emails is not permitted due to the potential sensitivity of information therein.

6. The Provision of Electronic Meeting Summonses

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

6.2 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. This consent is given at the time of taking office.

6.3 In view of the Council's wish to increase electronic provision of information to facilitate the transaction of business and the use of effective communication thereby reducing the reliance on hard copies of documents Councillors with Council tablets will no longer receive paper copies of agendas or meeting papers in hard copy.

7. Declaration Policy Compliance

7.1 To confirm that a Councillor agrees to use the equipment supplied in accordance with this usage policy he/she is requested to sign the declaration in Appendix 1 prior to the issue of the equipment.

Date of Adoption:

May 2020

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APPENDIX 1

I agree to use the equipment issued to me in accordance with this usage policy.

Name.....(PRINT)

Signature.....

Date.....

Office Use only	
Date of equipment Issue	
Equipment Reference	