

**Meeting:** Cabinet  
**Date:** 13 January 2025  
**Classification:** Part 1  
**Key Decision:** No  
**Title of Report:** Councillor IT Policy

**Executive Director:** Claire Shuter, Executive Director for Strategy and Change  
**Report Author:** Carol Thomas, Director of ICT and Digital  
**Executive Councillor:** Cllr Daniel Cowan, Leader

## **1. Executive Summary**

- 1.1. The world is an increasingly digital one, and one in which the risks of transacting digitally are also increasing. Councillors, by nature of their role are in the public view and increasingly targeted by cyber criminals. This policy is intended to guide councillors on the necessary steps to take to ensure that their data and that of the council and the residents, remains safe and secure.

## **2. Recommendations**

**It is recommended that Cabinet:**

- 2.1. Approves this policy for use by Councillors**

## **3. Background**

- 3.1. The Council issues councillors with council owned devices and the necessary software to operate the devices. Providing a policy which outlines and risks and responsibilities is required to ensure safety and security of council and resident data.

## **4. Reasons for Decisions**

- 4.1. Approving this policy will ensure that council and resident data are kept safe and secure.

## **5. Other Options**

- 5.1. The Cabinet could choose not to approve this policy however, it is best practice to provide clear guidance around the secure and safe use of technology and data.

## **6. Financial Implications**

6.1. There are no direct financial implications associated with the proposals in this report. However, non-compliance with the policy may result in the Council receiving financial penalties and/or additional costs associated with the relevant non-compliance.

## 7. Legal Implications

7.1. Not applicable to this decision

## 8. Policy Context

8.1 This policy forms part of a suite of Council policies which Councillors are required to follow in undertaking their role. Relevant policies include Code of Conduct; Councillor Officer Relations.

## 9. Carbon Impact

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9.1. Not applicable to this decision

## 10. Equalities

10.1. N/A

## 11. Consultation

11.1. This policy was reviewed by the Cabinet Working Party on 30<sup>th</sup> October

## 12. Appendices

12.1. **Appendix 1**: Councillor IT Policy V1.0

## 13. Report Authorisation

This report has been approved for publication by:		
	Name:	Date:
Executive Director(s)	Claire Shuter	22/11/2024
S151 Officer	Joe Chesterton	28/11/2024
Monitoring Officer	Susan Zeiss	22/11/2024
Relevant Cabinet Member(s)	Cllr Daniel Cowan	22/11/2024