

<b>Recommendation to Council on 30 January 2014</b>	<b>From: General Purposes Committee on 3 December 2013</b>	<b>Item 10(i)(b)</b>
	<b>Protocol on Member/Officer Relations</b>	
1.	Council is asked to approve the following recommendation:-	
	<b>that the amendments to the Protocol for Member/Officer Relations, as set out at Appendix A, be approved and the revised Protocol be included in the Council's Constitution.</b>	
	<b>Background</b>	
2.	Members considered a report by the Monitoring Officer which proposed amendments to the Protocol for Member/Officer Relations contained within Part F4 of the Council's Constitution.	
3.	The Committee noted that the proposed amendments included specific guidance for Members on the use of email when undertaking Council business. In connection with this matter the report referred to the guidance issued by the Information Commissioner setting out Members' responsibilities in relation to the holding and processing of personal information, including the need for councils and Members to be aware of the need to arrange appropriate security. The meeting noted that, over the last two years, the Commissioner had imposed financial penalties ranging between £80k and £120k on local authorities because of disclosures of personal information relating to children and adult social care service users.	
4.	The Committee was advised that ensuring that Members complied with the Council's arrangements governing the use of emails was an important part of the Council's own security measures. As such the amended Protocol stated that Members should use their Council email address for Council business. This meant that the Council was the data controller for the purposes of the Data Protection Act and ultimately the Council would be responsible for any breach of security. The amended Protocol also required Members to use the Council's Citrix system when working from a fixed location or from the approved Mobile Device Management solution when using a smart phone or tablet.	
5.	The Chief Information Officer stressed to the Committee that the proposed amendments to the Protocol attempted to strike a pragmatic balance between meeting central government requirements and allowing Members to continue to use their own devices.	

6.	The Director of Improvement and Corporate Services advised that discussions would be held with each Member on the data protection requirements.	
<b>Appendices</b>	Appendix A	Tracked Changes Between the Existing and Proposed Protocol for Member/Officer Relations (Part F4 of the Constitution).