

Policy for Provision of IT hardware to Councillors

Background

Chelmsford Garden Community Council (CGCC) recognises that for a Councillor to be fully effective in their role it is vital that they have access to an electronic device in order to access emails, electronic communications and cloud based files and share points.

CGCC has agreed that it wishes to attract Councillors from all demographics within our community and that no person shall be disadvantaged as a result of not having access to an electronic device and should be able to be fully involved in Council business.

This policy sets out the manner in which consideration will be given to any request by a Councillor for an electronic device together with the terms of provision of the hardware.

Policy

CGCC is committed to all Councillors having the ability to access the Council IT systems to carry out Council business.

Each year provision will be included in the budget for hardware to be supplied for this purpose.

CGCC will give consideration to all requests from any Councillor for the provision of an electronic device and will consider all aspects including issues surrounding affordability, ease of access for the Councillor and security of Council data in deciding upon such a request.

In the event that the Council agree to purchase a device for a Councillor, in order to make sure that the requirements of this policy are complied with and to ensure security, the order shall be placed by the Executive Officer. It will not be acceptable for the Councillor to purchase a device and seek reimbursement and in such circumstances no reimbursement shall be made.

Equipment

The device that will be provided will be an electronic tablet that is capable of managing and providing access to the Council's IT platforms, has WiFi provision, is durable and effectively enables the Councillor to access all files and communications in connection with Council business. Also suitable anti-virus software must be included or uploaded to protect the device and the information being accessed. The device shall have a minimum of 8 Ram and shall only be purchased from a reputable and known brand.

Terms of use

The device may only be used for business associated with CGCC and must not be used for personal matters or any other issues that are not connected with CGCC

business. Only the Councillor is permitted to use the device which must not be provided to or allowed to be used by any other person.

At all times the equipment provided to the Councillor will remain the property of CGCC and will only be provided upon loan to the Councillor for so long as they shall remain a Councillor for CGCC. The device will be added to the Council's asset schedule. The equipment shall be returned to the Council within 1 week of the Councillor ceasing to be a member of CGCC for whatever reason.

The Councillor must comply with the Council's Communications policy in using the device. In particular the device must not be used for any communication or accessing information that falls under any of the following headings:

- pornography (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- offensive or obscene material
- constituting a criminal offence or is discriminatory, defamatory, derogatory or containing material which may undermine or cause embarrassment to the council, Councillors, or our employees
- any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
- material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

In addition, care must be taken not to release confidential information about the council or its employees and the Councillor must comply with all obligations in relation to General Data Protection Regulations and Data Protection law.

The terms of the Council's information security statement which has been signed by all Councillors will also apply to the use of the device so that at all times the user of the device is insuring that data remains secure.

The device shall be provided with anti-virus software and this must not be removed by the Councillor.

The device shall be administered by Chelmsford Garden Community Council either via the Executive Officer or the Council's appointed IT provider.

This policy was approved by Chelmsford Garden Community Council at the meeting held on 7th November 2024

Date of review: May 2026