

# Appendix B

## Members Allowances Scheme

### Members Connectivity Scheme – Agreement between Epping Forest District Council and Members of the Council

Basic Allowances paid to Councillor by Epping Forest District Council (“the Council”) are made in accordance with Section 18 of the Local Government and Housing Act 1989 as amended by section 99 of the Local Government Act 2000.

Relevant regulations applied in formulating this agreement are The Local Authorities (Members Allowances)(England) Regulations 2003.

Grants in respect of the Member connectivity scheme have been considered and agreed by the Council’s Independent Remuneration Panel on 12 October 2005, as being a supplement to the Basic Allowance.

#### Terms and Conditions of Agreement

1. In signing this agreement the Councillor undertakes to:
  - (i) Provide IT equipment to enable them to view agenda and minutes documents, forward plan and such other documents that may be put on the Council’s extranet or internet site;
  - (ii) Abide by the Connectivity Scheme (Annex 1) and Standards Committee Guidance on the use of ICT (Annex 2); the Council’s other adopted ICT related policies including the security of any data and remote working policies; and the provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A (or other exemption categories that may be enacted) outside of the Council and any internal meeting, all of which should be considered confidential until published for public consumption;
  - (iii) treat any contact information relating to officers and members that does not appear on the Council’s public website as confidential.
  - (iv) Cease to receive paper copies of minutes and agenda for those Committees, Subcommittees and Panels **of which he/she is not a member.**
2. The Council undertakes to provide:
  - (i) An ‘extranet’ (a private intranet) connection to the Council’s IT network using a ‘token’ scheme to control access and a user name and password for each member;
  - (ii) Training on the use of the system;
  - (iii) ICT support relating to 2(i) above and advice from Research and Democratic Services (RDS) on 2(ii) above;
  - (iv) A paper copy of the agenda to members of Council, each Committee, Subcommittee or Panel (unless the member indicates in writing otherwise);
  - (v) Email notification of publication of agenda and minutes to all members.

(vi) Headed paper and envelopes for use by members for Councillor correspondence.

**Payment of Allowances**

3. The addition to the Basic Allowance will be paid to each Councillor entering into this agreement quarterly in arrears (currently £500 in the first year after your election and £250 per annum thereafter) commencing from the date of the election.

4. The Council may review the payment of such allowances from time to time as necessary and may change or cease payment upon resolution at Full Council.

**Acceptance**

I confirm that I have read and accepted the terms and conditions of this agreement.

Signed by Councillor:	Dated:
Name (Please print):	
Signed on behalf of the Council:	Dated:
Ian Willett Head of Research and Democratic Services	

## Member Connectivity Scheme

This document provides information on the member connectivity scheme.

### Introduction

The Connectivity Scheme has been introduced to enable members to receive electronic notification of and Internet access to papers for Council meetings and associated information. The scheme has been made possible following the introduction of the Committee Management System (CoMS) which publishes our publicly available agenda to the Internet via the Council's website. The Connectivity Scheme will, however, provide members with access to a wider range of information including agenda planning, up to date notification of publication, call-in and portfolio holder decision-making.

### The Agreed Scheme

The Connectivity Scheme provides members with an additional allowance (payable as part of the existing Scheme of Members Allowances) towards acquiring computer equipment and to use this equipment to access information on the Council's Agendas and Minutes via the Internet.

Members would be expected to use this system to access all agenda and minutes information **and** cease to receive hard copy agenda (except for those of which they are a member or required to attend by virtue of a position).

Under the scheme you will receive £500 **in the first year after initial election and £250 thereafter** (payable normally quarterly in arrears) from which members will be expected to assist with the cost of a Personal Computer (PC) (if necessary); Internet connection and any consumables. This sum will be subject to tax and National Insurance.

### Equipment Specification

The minimum specification required for PC equipment is:

- (i) A PC that can access the Internet;
- (ii) A broadband connection to your home;
- (iii) A valid email account
- (iv) Internet Browser software; and
- (v) A printer capable of printing A4 pages.

### Data and Equipment Security and Use Guidance

The equipment is the individual members property and can be used for non-council activities. Members must adhere to:

- (i) The User Policy Statement for the CoMS system;
- (ii) Issued Standards Committee Guidance on the Use of IT by Members ;
- (iii) The Council's other adopted ICT related policies including the security of any data and remote working policies;

- (iv) The provisions of the Local Government Act 1972 regarding the transmission of Exempt Business as defined in Schedule 12A outside of the Council.

**What the Council will provide:**

The Council will:

- (i) Provide an 'extranet' (a private intranet) connection using a 'token' scheme to control access and a user name and password for each member;
- (ii) Training on the use of the system;
- (iii) ICT support relating to (i) above and advice from RDS on (ii) above;
- (iv) A paper copy of the agenda to members of each Committee (unless the member indicates in writing otherwise);
- (v) Email notification of publication of agenda and minutes to all members.
- (vi) Headed paper and envelopes for use by members for Councillor correspondence.

**What the Council will not provide:**

The Council will **not**:

- (i) Provide ICT support for PC's or any peripherals purchased by members under the scheme;
- (ii) Advise on purchase of equipment or choice of ISP.
- (iii) Provide a paper copy of agenda for other Committees if you are not a member. Paper copies of Agenda will be available at the meeting in small quantities.
- (iv) Plain paper and print cartridge consumables.

## **Glossary of Terms used in this document**

**Broadband** – a system of connecting to the Internet that allows voice, data, and video to be broadcast over the same medium at the same time. They may also allow multiple data channels to be broadcast simultaneously. It is much faster than traditional dial-up methods of connection.

**Browser** – Software that allows a computer user to find and view information on the Internet.

**Committee Management System** – A computer system used by EFDC to publish and archive all Agenda and Minutes of Council's meetings and publish these to the Internet and intranet.

**Email account** – An account provided by your ISP by which you can receive email. Your current or chosen ISP will be able provide details of how you can set an account up.

**Extranet** - an extension of the Council's intranet giving authorised people controlled access to the intranet from outside of the Council's network.

**Exempt Business** – Items of business on an agenda that are confidential to the Council and should not be disclosed to third parties.

**Internet** – a network that links computer networks all over the world by satellite and telephone, connecting users with service networks such as e-mail and the World Wide Web.

**Internet Browser** – See Browser

**ISP** - Internet service provider. A company that provides internet connection services

**IT helpdesk** – The Council provides a helpdesk to supports its applications. It contact number is 01992 564321

**Password** – In this case means a word that when entered on the password screen allows access to the extranet

**Peripherals** – a piece of computer hardware such as a printer or a disk drive that is external to but controlled by a computer's central processing unit.

**Personal Computer (PC)** – a computer with its own operating system and a wide selection of software, intended to be used by one person

**Portfolio holder decision-making** – Means a executive decision made by a member of the Cabinet

**RDS** – Research and Democratic Services at EFDC

**Remote working** – is another ways of describing someone accessing the Council's network from outside of the building i.e. remotely.

**Token** – A piece of equipment that provides a secondary form of identification when accessing the Council's extranet.

**User name** – In this instance means your name on the system. Normally a combination of your initials and your surname.

Extract from the protocol on use of Council Facilities by members:

## **Guidance on the Use of IT by Councillors**

### **1. Purpose of Guidance**

- 1.1 The Council provides Councillors with an allowance towards the costs of providing and maintaining equipment, software or other consumables necessary to allow them to access the Committee Management System. This protocol gives advice on use of computer equipment in order to minimise risks to both the Council and to individual Councillors.

### **2. Security**

- 2.1 Under the terms of the Connectivity Scheme, Councillors are responsible for:
- (i) ensuring that their password and secondary authentication equipment remain accessible only by themselves;
  - (ii) abiding by the Council's published ICT policies and standards relating to security of systems and data and remote working;
  - (iii) meeting the requirements of the Local Government Act 1972 and any subsequent Act in relation to exempt and confidential information; and
  - (iv) adhering to specific user policies for systems they are given access to.

### **3. Use of Equipment**

- 3.1 Councillors should be mindful of the onus placed upon them under 2 above. They should ensure that any material down-loaded via the Intranet is kept securely at any remote location. Councillors should ensure that if the computer is shared, proper arrangements are made to limit access to materials stored by the member, that fall into exempt and confidential categories. Such material will be routinely endorsed "Restricted".
- 3.2 Councillors should not store or download any material which:
- (i) causes the Council to be brought in to disrepute;
  - (ii) contravenes the Access to Information or Data Protection Acts or similar legislation;
  - (iii) is illegal or inconsistent with the high standards expected of those in public office;
  - (iv) is defamatory; or
  - (v) breaches the Council's Code of Conduct (including confidentiality).
- 3.3 If a Councillor uses their computer for the preparation of any material of a personal or political nature, he/she must make it clear that such material is published in a private capacity and not by or on behalf of the Council, and that no costs have been incurred by the Council as a consequence of its publication. Similarly, a Councillor should not express views on any matter relating to the Council without expressly indicating that the views are personal and not those of the Authority.

- 3.4 Councillors should be aware that the internet is a completely unregulated medium and they are not protected in any way from viruses etc.
- 3.5 The Council accepts no responsibility for Councillors' use of IT equipment.

For more information see the Member Connectivity Scheme and related ICT Policies.