



RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

18TH NOVEMBER 2019

DEMOCRATIC SERVICES COMMITTEE

POLICY UPDATE REPORT

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF REPORT

The purpose of the report is to provide Members with an update in respect of:

- Lone working policy
- GDPR requirements – Petitions
- Members Advanced Charter
- Member Information – Policy Consideration
- Co-Opted Member – ICT Acceptable use Policy
- Disability Toolkit
- Members 3rd Party transactions
- Modern.Gov App - Update

2. RECOMMENDATIONS

2.1 It is recommended that the Democratic Services Committee:

- (i) Note the updates provided within the report;
- (ii) Agree to the policies highlighted within the report and agree that the Head of Democratic Services circulates and publishes the policies as appropriate.
- (iii) To note the GDPR requirements in respect of the publication of petitions and to agree that such requirements and a draft petitions template is circulated to Members for information and highlighted on the Council web page for public information.
- (iv) Receive further updates in respect of each of the items outlined within the report as and when appropriate.

3. BACKGROUND

3.1 A number of items are under consideration by the Democratic Services Committee or have been referred to the Democratic Services Committee for consideration.

3.2 The report looks to provide Members with details of the current status of these items to ensure Members are kept up to date.

4. LONE WORKING POLICY

- 4.1 At the meeting of the Democratic Services Committee on the 19th March, members agreed to the development of a lone working policy for the use of elected Members, following concerns raised by members.
- 4.2 Since the meeting, Officers from HR have been working on the development of such a policy, speaking to Elected Members and looking at policies within other Local Authorities.
- 4.3 The draft policy is attached as appendix 1 to this report for Members comment.
- 4.4 If Members are content, the policy will be available for all members to utilise and will be an important advice note for any new Members to the Authority and will therefore be taken forward as part of the 'New Member Induction Pack'
- 4.5 It is also proposed that training on Lone Working is also taken forward for the benefit of all Members during the Municipal Year.
- 4.6 The bilingual version of a 'Councillors' Guide to handling intimidation' (launched by the LGA and WLGA) has also recently been disseminated to all Members for information. ([Link](#))
- 4.7 It is also for Members to note the comments which refer to Personal Safety in the draft Independent Remuneration Panel: draft Annual Report 2020-2021 ([Link](#)).

5 GDPR REQUIREMENTS IN RELATION TO PETITIONS

- 5.1 At the last meeting of the Committee, Members agreed to a set criteria in respect of publishing petitions on the Council Website. It was noted at the meeting that such publication was subject to the required GDPR requirements being satisfied.
- 5.2 Since the meeting the Information Management Manager has provided a draft template for the drafting of a petition, which is attached as Appendix 2. A privacy notice linking to petitions has also been drafted and is available as appendix 3, both of which will be available on the Council website for the public to access. The Council Business Unit are currently working with the Council's information Management team to produce a general guidance note for the drafting and submitting of petitions to the Council which will also be available to the public on the Council website once complete.
- 5.3 In essence, when a petition satisfies the Council's agreed criteria a synopsis of the purposes of the petition is provided on the Council website. The Council / Cabinet response to the petition will also be made publically available. There will be no details of any signatories to the petition available on the website, in

line with the advice of the Information Management Team and GDPR requirements.

- 5.4 It is proposed that this guidance note (upon completion) and template be circulated to all Members and is made publically available on the Council website to assist the public in their drafting and completion of a petition.

6 MEMBERS ADVANCED CHARTER

- 6.1 Work is still ongoing with the Head of Democratic Services and officers from within the Council Business Unit and Human Resources ensuring that the requirements of the Advanced Charter are being adhered to and documented.
- 6.2 An initial review has been compiled by Officers and although the Head of Democratic Services is confident with the support provided to Members in respect of the requirements of the Charter it has been considered that until the Member's Portal has been fully developed; the support provision within the Member library has been reviewed and the room allocation to each of the political groups has been addressed, that the Council's submission will be on hold, to ensure compliance with the standard. Following work in these identified areas a draft submission will be being presented to the WLGA for consideration and guidance to assist the Council Business Unit going forward with their formal submission.

7. MEMBER INFORMATION – POLICY CONSIDERATION

- 7.1 At the meeting of the Democratic Services Committee on the 19th March, Members considered and agreed to the proposal in respect of the development of a Members information policy.
- 7.2 The issue has been considered by the Council's Senior Leadership Team (SLT) to consider how the Council could improve the communication of key information with elected members, and a policy for Members consideration will come forward to the next Committee meeting, which meets Members requirements. As a result, Members are also advised that Cabinet will shortly incorporate notification to those Elected Members whose wards may be impacted as a result of any consultations/decisions taken.
- 7.3 It is hoped that in advance of this, and following discussions the Head of Democratic Services has recently taken forward with SLT officers, Members would have already noticed a difference in respect of the receipt of timely information.

8. CO-OPTED MEMBER – ICT ACCEPTABLE USE POLICY

- 8.1 To push with the Council's approach to paper light Committee meetings, co-opted Members on various Council Committee memberships have been approached to take forward the paper light approach.

- 8.2 To date all Co-opted Members have been very receptive to the approach and to assist such Members, ICT have equipped the Members with an Ipad for them to access the Modern.Gov app.
- 8.3 During training Co-opted Members have been advised of the 'acceptable use' of the electronic device, although no formal policy was available for them to sign up to.
- 8.4 An ICT Acceptable use Policy specifically for Co-opted Members has now been drafted and is attached as appendix 4 to this report for Members comment and approval.

9 DISABILITY TOOLKIT

- 9.1 The Head of Democratic Services has recently been advised of work undertaken by the WLGA in association with Tai Pawb and the Equality and Human Rights Commission (EHRC) in respect of a toolkit for local authorities in Wales 'Housing and Disabled People'.
- 9.2 The essence of the toolkit is to give councillors a greater awareness of disability issues when considering policy and matters around housing and planning.
- 9.3 An offer has been made to the Council for training to be undertaken on the toolkit to Members.
- 9.4 As Pre-Council training to Members is no longer being taken forward it is proposed that the following options are taken forward to inform Members:
- Disability Toolkit training is provided to the Cabinet Member for Housing
 - Disability Toolkit training is provided at a meeting of the Health & Wellbeing Scrutiny Committee with an invite open to all Members
 - Disability Toolkit training provided prior to a Planning and Development meeting, again with an invite open to all Members.
 - The Equalities Officer to attend the training in order to deliver the training to Officers of the Council as and when appropriate

10 RELATED PARTY TRANSACTIONS

- 10.1 Within the Annual Statement of Accounts the Council are required to disclose the value of transactions and year-end balances of "Related Party Transactions".
- 10.2 A "Related Party" for this purpose would be any organisation in which a Member or Chief Officer of the Council has an interest, financial or otherwise. (Mere membership of an outside body or a minor interest in an entity does not itself create a related party transaction. Disclosure will depend upon an analysis of whether "control" or "influence" has been or can be exercised.).

- 10.3 Members are requested to update their declaration of Interest forms when any changes are made, within a 28 day period of the change to the Council Business Unit.
- 10.4 in addition to this and in accordance with The Code of Practice on Local Authority Accounting 2018/19 Members are asked on an annual basis to ensure that their declarations of Interest forms are updated and accurate by the end of the financial year, ensuring that any related party interest (as describer in 10.2 of the report) is accounted for, in order for the Council to assess whether any transactions have occurred between the Council and the organisations in which a Member may have declared an interest.
- 10.5 Going forward, the Council Business Unit will assist the Council's accounts department in collating this information by the statutory required date of the 31st March, 2020. Members will receive timely notification and reminders of the responsibility on them to provide the information and for this to be reported appropriately.
- 10.6 Members are asked to return the information promptly once received to allow the information to be reported within the Statements of Accounts.
- 10.7 With the agreement of this Committee, information advising all members of the procedure to be taken forward will be circulated in advance of the process commencing.

11. MODERN.GOV

- 11.1 Since the July Committee meeting, notification has been sent to Members advising them of the Committees strengthened approach for all Members to take forward the paper light Committee approach.
- 11.2 Members have been advised that training on the system is available as and when necessary by the Council Business Unit to assist them in taking this approach forward.
- 11.3 The Council Business Unit have also been advised that developments have been made by Modern. Gov with the app available on apple devices, allowing for more functionality for Members – Retention of Committee papers for 4 years, possibility to open additional documents i.e. Agenda as well as specific reports being open at the same time; sharing of 'public' documents.
- 11.4 It is suggested that a demonstration of the new app be provided to Democratic Services Committee once available with a suggested plan to be agreed in respect of a proposed roll out of training for Members and Officers on the new App.

12 EQUALITY AND DIVERSITY IMPLICATIONS

- 12.1 This report supports the need for all Members to have equal access to support regardless of political allegiance. The report encourages the authority to examine the way that business is conducted to ensure the equality of access and involvement of all people as councillors.

13. CONSULTATION

As part of each item various consultation meetings have taken place with Members / Officers and are advised upon within the report.

14. FINANCIAL IMPLICATION(S)

- 14.1 None.

15. LEGAL IMPLICATIONS

- 15.1 None

16. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

- 16.1 The work of all Councillors is fundamental to the work of the Council and subsequently the delivery of the Corporate Plan, hence ensuring Members are fully supported in undertaking their roles is important to the work of the Council overall.
- 16.2 Ensuring all Members are supported and have equal access to support and development links to the future generations well being goals of a more equal Wales and a Wales of cohesive communities.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

NOVEMBER 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

BACKGROUND PAPERS - Democratic Services – Support for Members

Democratic Services – July 2019.



Elected Members' guide to

Lone Working and Personal Safety

Mae'r ddogfen yma ar gael yn y Gymraeg.
This document is available in Welsh.

Issue 1

September 2019

1. Introduction

An important role of Elected Members (Councillors) is to be accessible to their constituents. This can include contact via telephone or email, but can also include face to face contact with constituents, for example, by holding ward surgeries, making visits to people's homes, or when receiving people at Council premises or at their own homes.

Most Councillors will not experience any problems when meeting with their constituents, and even when they do experience aggression or other forms of unacceptable behaviour, it will usually be of a relatively low level.

However there may be instances when a meeting becomes adversarial, placing a Councillor at risk of harm.

The aim of this document is to provide Councillors with guidance on how to assess and manage risk when lone working in situations they are likely to encounter, and on what personal safety measures can be taken to prevent and deal with those rare circumstances when they might find themselves in situations where they become anxious for their safety.

2. General Safety Measures to Consider

There are measures that can be taken in advance of any prearranged meeting with constituents that can help protect the safety of a Councillor, such as:

- can a face to face meeting be avoided and instead be carried out by telephone or email?
- where possible, arrange any meetings / surgeries during normal working hours and, preferably, during the hours of daylight;
- ensure that you let ward colleagues, family or similar know where you are going to be and what time you are likely to finish;
- ensure that you have access to a telephone to enable you to contact someone for assistance, and that any mobile phone is charged;

- if the constituent is known to you and you are aware that they have a tendency to violent / aggressive or other forms of unacceptable behaviour, then do not arrange to visit them at their home or to meet them at yours, but instead arrange the meeting elsewhere for a time when you can be accompanied by someone, such as a ward colleague or Police Community Support Officer;
- consider purchasing a personal alarm and ensuring it is charged before leaving home.

3. Visiting Constituents in Their Homes

Councillors will sometimes visit constituents in their homes, particularly if the person is known to them, or is elderly or disabled and mobility or other issues make holding a meeting elsewhere problematic.

However, before arranging lone visits to constituents' homes, Councillors should first consider alternative options, such as:

- can the constituent attend a ward surgery?
- can the meeting be arranged in a public place, such as an area of a sports centre when there are other activities taking place in the centre at the same time?
- can another person accompany you, such as a ward colleague or Police Community Support Officer?

When making a lone visit to a constituent's home, there are a number of measures that can be taken to help protect the safety of a Councillor, such as:

- before entering any garden area or similar, check for any dogs and do not enter if there are any present unless they are secured;
- if the resident answers the door in a state of undress, then do not enter and advise them that you will wait outside until they are clothed, or arrange another appointment – which, preferably, should then be other than a lone home visit;
- before entering the property, hold a brief conversation with the resident and whilst doing so assess if the demeanour of the person is making you feel uneasy – which could be a result of signals your brain is picking up on subconsciously and telling you that something 'isn't right' – and, if so, make an excuse for not going in (prepare an excuse for not entering beforehand prior to any lone home visit, such as having just received a phone call / text requiring you to be elsewhere as a matter of urgency);
- before entering the property, ask the resident that any dogs present in the property be secured in a different room to where the meeting will be held and, for the sake of your health, that anyone present refrains from smoking;
- if the resident attempts to lock the door once you are inside, ask if they would be good enough to leave it unlocked – make an excuse, such as you have some files in the car that you may need to get to refer to;
- once inside, assess the demeanour of any other person(s) present and if they make you feel uneasy, make an excuse and leave (prepare an excuse for leaving a meeting early beforehand prior to any lone home visit, such as having to attend another meeting / having to refer the issue to an appropriate officer of the Council);
- try to avoid meeting in a kitchen – there are too many items present that could be used as a weapon;
- during the meeting, try to remain aware of the 'feel' of the situation and if you think it is deteriorating, make an excuse and leave;

- even if the resident exhibits unreasonable behaviour but then calms down, still make an excuse and leave before the behaviour can return and the situation deteriorate further.

If the meeting deteriorates to the extent that you feel you are at risk of immediate physical violence, or a person actually attempts to physically assault you, then try to take measures to protect your safety, such as:

- place physical barriers between yourself and the person;
- continue talking to the person as long as you can, reassuring them that you mean them no harm, and agreeing to resolve the issue you are meeting them on in their favour (even if that will not actually be the case) if it will allow you to leave safely;
- set off your personal alarm if you have one, or try to attract the attention of others by screaming / shouting;
- your first option should always be to try to escape rather than confront your assailant, but if absolutely necessary and as a last resort, use reasonable force to protect yourself.

4. Meeting Constituents at Your Own Home

So as to keep a degree of separation between their public and private lives, many Councillors may well prefer not to arrange for constituents to call at their homes, but instead advise them to contact them by telephone or email or through ward surgeries.

However some Councillors will be happy for constituents to call at their homes, particularly if they know them.

Where Councillors are willing to accept constituents calling at their homes, there are some basic measures that can be taken to help protect their safety, such as:

- discourage people from calling on you uninvited – try to ensure that they only call when a meeting has been arranged at a time convenient to yourself;
- fit a strong door chain / limiter to the entrance door and open the door with the chain / limiter in place;
- do not invite anyone in until you have checked who's at the door and that either they can identify themselves as the person who made the appointment, or you know and trust them and are happy to invite them in on an unarranged basis;
- do not invite anyone in if there is anything about their demeanour that makes you feel uneasy (prepare an excuse for not inviting them in beforehand prior to any arranged meeting at your home, such as a family member having visited unexpectedly);
- where possible, hold the meeting in a room that can be utilised for that purpose and which can be kept as free as possible from items that could be used as weapons;
- whether the meeting has been arranged or you invite someone in on an unarranged basis, try to ensure that there is someone else at home, such as a family member.

5. Holding Ward Surgeries

When Councillors hold ward surgeries, the arrangements each Councillor makes will vary according to local circumstances and the availability of premises, and it may sometimes be difficult to find a venue that provides the best safety measures for a Councillor whilst being the best accessible for constituents.

The following are safety measures for Councillors to consider when holding ward surgeries:

- do not hold ward surgeries alone in an otherwise empty building. Try and get someone to assist you and / or hold the surgery in an occupied building, such as an area of a sports centre when there are other activities taking place in the centre at the same time;
- if you will be relying on a mobile phone for communication, ensure you have a signal in the interview room;
- try to arrange for someone to check on you occasionally;
- have an excuse prepared beforehand for leaving the interview room early should the constituent's demeanour become such that it makes you feel uneasy (such as having to consult a colleague, make a private phone call, or similar).

The interview room itself should preferably and where practicable:

- have easy access to a land line;
- be free from heavy items that could be used as weapons;
- have a door that is not lockable from the inside and incorporating a vision panel giving a clear view of the reception or a public area;
- have an alarm linked to the reception area or another room that will be occupied whilst the surgery is ongoing.

6. Travelling

The safety measures outlined below are for Councillors to consider when travelling, whether that is to / from constituents' homes, ward surgeries or Council premises.

Whatever your mode of travel, always be alert to the environment and potential dangers.

By car:

- ensure that your car is roadworthy and has sufficient fuel;
- obey the Highway Code and road traffic rules;
- don't give lifts to people you don't know;
- try to park in a well-lit area where you feel safe and as near to your destination as possible.

By taxi:

- only use licensed companies;
- try to pre-book;
- where practicable, share with a friend or colleague and sit in the back;
- try to be picked up and dropped off in a well-lit area where you feel safe and as near to your destination as possible.

By public transport:

- know the times of the services;
- where possible, wait in a well-lit area near other people with whom you feel safe;
- have your pass / money ready and available so that you don't need to bring out your purse / wallet;
- carry enough money so that you can order a taxi if you miss the last service;
- try to arrange for someone to meet you at the bus stop / train station.

By cycle:

- ensure your cycle is in good working order;
- wear suitable clothing that won't get tangled, something fluorescent, such as a hi-viz vest, and a cycling helmet;
- always use lights;
- concentrate on the road whilst cycling and avoid talking / listening to music / using a mobile;
- secure your cycle with a good quality chain and padlock in a well-lit area where you feel safe and as near to your destination as possible.

By foot:

- plan your route so that you know where you are going and you avoid areas where you would feel unsafe, particularly at night – take a longer route if it would be safer;
- keep a secure hold on any bag / keep any wallet in an inside pocket, but give up valuables rather than suffer an assault;
- be mindful of distraction crimes – e.g. someone stopping you to ask the time so that they have a better opportunity to assault / rob you;
- avoid using your mobile, since it can be a distraction for you and a target for any thief;
- carry enough money to enable you to call a taxi or catch a bus or train if you feel threatened;
- wear comfortable shoes that you can move quickly in.

7. Further Guidance

Other sources of information which Councillors may find helpful are policies developed by the Council's Corporate Health and Safety Team as guidance for employees, specifically:

- HS 13 – Violence at Work Policy;
- HS 22 – Lone Working Policy.

These policies are accessible on the *RCT Source*, under *A-Z of Policies* and also, along with additional information on *Violence at Work* and *Lone Working*, under the relevant topics in the *Safety* part of the *Health, Safety and Wellbeing* section.

Alternatively, copies of policies are available from the Corporate Health and Safety Team (telephone 01443 425531).

Guidance on personal safety is also available from external organisations, such as the Suzy Lamplugh Trust, accessible on the following link:

www.suzylamplugh.org



Canllaw i Aelodau Etholedig ar
**Weithio ar eich Pen
eich Hun a
Diogelwch Personol**

Mae'r ddogfen hon ar gael yn Saesneg.
This document is available in English.

Rhifyn 1

Medi 2019

1. Cyflwyniad

Mae'n bwysig i Aelodau Etholedig (Cynghorwyr) fod ar gael i'w hetholwyr. Gall hyn gynnwys cysylltu ar y ffôn neu drwy e-bost, ond gall hefyd gynnwys cysylltu ag etholwyr wyneb yn wyneb, er enghraifft, trwy gynnal cymorthfeydd yn y ward, ymweld â chartrefi pobl, neu wrth dderbyn pobl yn safleoedd y Cyngor neu yn eu cartrefi eu hunain.

Ni fydd y rhan fwyaf o Gynghorwyr yn cael unrhyw broblemau wrth gyfarfod â'u hetholwyr, a hyd yn oed pan fyddant yn profi ymddygiad ymosodol neu fathau eraill o ymddygiad annerbyniol, bydd hynny ar lefel gymharol isel fel arfer.

Fodd bynnag, fe allai cyfarfod droi'n wrthwynebol weithiau, gan roi Cynghorydd mewn perygl o niwed.

Diben y ddogfen hon yw rhoi arweiniad i Gynghorwyr ar sut i asesu a rheoli risg pan fyddant yn gweithio ar eu pen eu hunain mewn sefyllfaoedd y maen nhw'n debygol o ddod ar eu traws, a pha gamau diogelwch personol y gellir eu cymryd i atal ac ymdrin â'r amgylchiadau prin hynny pan allent fod mewn sefyllfaoedd lle maen nhw'n pryderu am eu diogelwch.

2. Camau Diogelwch Cyffredinol i'w Hystyried

Mae camau y gellir eu cymryd cyn unrhyw gyfarfod a drefnwyd o flaen llaw gydag etholwyr sy'n gallu helpu i sicrhau diogelwch Cynghorydd, megis:

- a ellir osgoi cyfarfod wyneb yn wyneb, a'i gynnal ar y ffôn neu drwy e-bost yn lle hynny?
- lle y bo'n bosibl, trefnwch unrhyw gyfarfodydd / cymorthfeydd yn ystod oriau gwaith arferol ac, yn ddelfrydol, yn ystod oriau golau dydd;
- gwnewch yn siŵr eich bod yn rhoi gwybod i'ch cydweithwyr yn y ward, eich teulu neu rywun arall tebyg i ble rydych chi'n mynd a phryd rydych chi'n debygol o orffen;
- gwnewch yn siŵr fod gennych ffôn wrth law i'ch galluogi i gysylltu â rhywun am gymorth, a bod unrhyw ffôn symudol wedi'i wefru;
- os ydych chi'n adnabod yr etholwr ac yn gwybod ei fod yn tueddu i ymddwyn yn dreisgar / ymosodol neu ymddwyn mewn ffordd arall sy'n annerbyniol, peidiwch â threfnu ymweld ag ef yn ei gartref na chyfarfod â chi yn eich cartref chi. Yn lle hynny, trefnwch y cyfarfod mewn man arall ar adeg pan fydd rhywun yn gallu dod gyda chi, fel cydweithiwr yn y ward neu Swyddog Cymorth Cymunedol yr Heddlu;
- ystyriwch brynu larwm personol a gwnewch yn siŵr ei fod wedi'i wefru cyn i chi adael y tŷ.

3. Ymweld ag Etholwyr yn eu Cartrefi

Weithiau, bydd Cynghorwyr yn ymweld ag etholwyr yn eu cartrefi, yn enwedig os ydynt yn adnabod yr unigolyn, neu os yw'n oedrannus neu'n anabl ac mae symudedd neu faterion eraill yn golygu ei bod hi'n anodd cynnal cyfarfod yn rhywle arall.

Fodd bynnag, cyn trefnu ymweld â chartrefi etholwyr ar eu pen eu hunain, dylai Cynghorwyr ystyried opsiynau amgen yn gyntaf, megis:

- a all yr etholwr ddod i gymhorthfa ward?
- a ellir trefnu'r cyfarfod mewn man cyhoeddus, fel ardal o ganolfan chwaraeon pan fydd gweithgareddau eraill yn cael eu cynnal yn y ganolfan ar yr un pryd?
- a all rhywun arall ddod gyda chi, fel cydweithiwr yn y ward neu Swyddog Cymorth Cymunedol yr Heddlu?

Pan fydd Cynghorydd yn ymweld â chartref etholwr ar ei ben ei hun, mae nifer o bethau y gellir eu gwneud i helpu i sicrhau ei ddiogelwch, megis:

- cyn mynd i mewn i unrhyw ardd neu ardal debyg, edrychwch i weld a oes unrhyw gŵn yno ac, os oes, peidiwch â mynd i mewn oni bai eu bod wedi'u clymu'n sownd;
- os yw'r preswylwr yn ateb y drws heb ddillad amdano, peidiwch â mynd i mewn a dywedwch y byddwch yn aros y tu allan hyd nes y bydd wedi gwisgo, neu trefnwch apwyntiad arall – a ddylai, yn ddelfrydol, fod mewn man arall yn hytrach nag ymweliad cartref ar eich pen eich hun;
- cyn mynd i mewn i'r eiddo, cynhaliwch sgwrs fer â'r preswylwr a, thra byddwch yn gwneud hynny, aseswch a yw ymarweddiad yr unigolyn yn gwneud i chi deimlo'n anesmwyth – gallai hyn fod o ganlyniad i arwyddion y mae'ch ymennydd yn sylwi arnynt yn isymwybodol sy'n dweud wrthyfod fod rhywbeth o chwith – os felly, rhowch esgus dros beidio â mynd i mewn (paratowch esgus dros beidio â mynd i mewn o flaen llaw cyn unrhyw ymweliad cartref ar eich pen eich hun, fel newydd gael galwad ffôn / neges destun sy'n gofyn i chi fynd i rywle arall ar frys);
- cyn mynd i mewn i'r eiddo, gofynnwch i'r preswylwr roi unrhyw gŵn sy'n bresennol yn yr eiddo mewn ystafell wahanol i'r man lle y bydd y cyfarfod yn cael ei gynnal ac, er mwyn eich iechyd, bod unrhyw un sy'n bresennol yn ymatal rhag ysmegu;
- os bydd y preswylwr yn ceisio cloi'r drws pan fyddwch y tu mewn, gofynnwch a fyddai cystal â'i adael heb ei gloi – rhowch esgus, fel bod gennych rai ffeiliau yn y car y gallai fod angen i chi fynd i'w hôl i gyfeirio atynt;
- pan fyddwch y tu mewn, aseswch ymarweddiad unrhyw bobl eraill sy'n bresennol ac os ydynt yn gwneud i chi deimlo'n anesmwyth, rhowch esgus ac ewch oddi yno (paratowch esgus dros adael cyfarfod yn gynnar o flaen llaw cyn unrhyw ymweliad cartref ar eich pen eich hun, fel gorfod mynd i gyfarfod arall / gorfod cyfeirio'r mater at swyddog priodol yn y Cyngor);

- ceisiwch osgoi cyfarfod mewn cegin – mae gormod o eitemau yno y gellid eu defnyddio fel arf;
- yn ystod y cyfarfod, ceisiwch fod yn effro i ‘naws’ y sefyllfa ac os ydych yn credu ei bod yn dirywio, rhowch esgus ac ewch oddi yno;
- hyd yn oed os yw’r preswylwr yn tawelu ar ôl dangos ymddygiad afresymol, rhowch esgus ac ewch oddi yno cyn y gall yr ymddygiad ddychwelyd a’r sefyllfa ddirywio ymhellach.

Os bydd y cyfarfod yn dirywio i’r graddau eich bod yn teimlo mewn perygl o drais corfforol, neu os bydd unigolyn yn ceisio ymosod arnoch yn gorfforol, ceisiwch gymryd camau i’ch amddiffyn eich hun, megis y canlynol:

- gosodwch rwystrau ffisegol rhyngoch chi a’r unigolyn;
- parhewch i siarad â’r unigolyn am gyn hired ag y gallwch, gan roi sicrwydd iddo nad ydych yn bwriadu gwneud drwg iddo, a chytunwch i ddatrys y mater dan sylw yn y cyfarfod er ei blaid (hyd yn oed os na fydd hynny’n digwydd mewn gwirionedd) os bydd hynny’n caniatáu i chi adael yn ddiogel;
- gwasgwch eich larwm personol os oes gennych un, neu ceisiwch ddenu sylw pobl eraill trwy sgrechian / gweiddi;
- dylech geisio dianc yn gyntaf bob tro yn hytrach na wynebu’ch ymosodwr, ond os oes wir angen ac fel dewis olaf, defnyddiwch rym rhesymol i’ch amddiffyn eich hun.

4. Cyfarfod ag Etholwyr yn eich Cartref Chi

Er mwyn ceisio cadw eu bywydau cyhoeddus a phreifat ar wahân, mae’n ddigon posibl y byddai’n well gan lawer o Gynghorwyr beidio â threfnu i etholwyr alw yn eu cartrefi, gan eu cynghori yn lle hynny i gysylltu â nhw ar y ffôn neu drwy e-bost neu drwy gymorthfeydd ward.

Fodd bynnag, bydd rhai Cynghorwyr yn fodlon i etholwyr alw yn eu cartrefi, yn enwedig os ydynt yn eu hadnabod.

Pan fydd Cynghorwyr yn fodlon derbyn etholwyr sy’n galw yn eu cartrefi, mae rhai camau sylfaenol y gellir eu cymryd i helpu i sicrhau eu diogelwch, megis y canlynol:

- anogwch bobl i beidio â galw arnoch yn ddiwahoddiad – ceisiwch sicrhau eu bod yn galw pan fydd cyfarfod wedi’i drefnu ar adeg sy’n gyfleus i chi yn unig;
- gosodwch gadwyn / dyfais gyfyngu gref ar y drws ffrynt, a defnyddiwch y gadwyn / dyfais gyfyngu wrth agor y drws;
- peidiwch â gwahodd unrhyw un i mewn hyd nes y byddwch naill ai wedi gwirio pwy sydd wrth y drws a’i fod yn gallu profi mai ef yw’r sawl a wnaeth yr apwyntiad, neu eich bod yn ei hadnabod ac yn ymddiried ynddo ac yn fodlon ei wahodd i mewn heb fod apwyntiad wedi’i drefnu;

- peidiwch â gwahodd unrhyw un i mewn os oes unrhyw beth am ei ymarweddiad sy'n gwneud i chi deimlo'n anesmwyth (paratowch esgus dros beidio â'i wahodd i mewn o flaen llaw cyn unrhyw gyfarfod a drefnwyd yn eich cartref, fel aelod o'r teulu wedi ymweld yn annisgwyl);
- lle y bo'n bosibl, cynhaliwch y cyfarfod mewn ystafell y gellir ei defnyddio at y diben hwnnw ac y gellir ei chadw mor glir â phosibl o eitemau y gellid eu defnyddio fel arfau;
- p'un a yw'r cyfarfod wedi cael ei drefnu neu rydych yn gwahodd rhywun i mewn heb fod cyfarfod wedi'i drefnu, ceisiwch sicrhau bod rhywun arall gartref, fel aelod o'r teulu.

5. Cynnal Cymorthfeydd Ward

Pan fydd Cynghorwyr yn cynnal cymorthfeydd ward, bydd y trefniadau y bydd pob Cynghorydd yn eu gwneud yn amrywio yn ôl amgylchiadau lleol a'r safleoedd sydd ar gael. Weithiau, fe allai fod yn anodd dod o hyd i leoliad sy'n darparu'r mesurau diogelwch gorau i Gynghorydd yn ogystal â'r hygyrchedd mwyaf i etholwyr.

Dylai Cynghorwyr ystyried y camau diogelwch canlynol wrth gynnal cymorthfeydd ward:

- peidiwch â chynnal cymorthfeydd ward ar eich pen eich hun mewn adeilad sy'n wag fel arall. Ceisiwch drefnu i rywun eich cynorthwyo a / neu cynhaliwch y gymhorthfa mewn adeilad sy'n cael ei feddiannu, fel ardal o ganolfan chwaraeon pan fydd gweithgareddau eraill yn cael eu cynnal yn y ganolfan ar yr un pryd;
- os byddwch yn dibynnu ar ffôn symudol i gyfathrebu, gwnewch yn siŵr fod gennych signal yn yr ystafell gyfweld;
- ceisiwch drefnu i rywun alw heibio o bryd i'w gilydd i weld sut ydych;
- paratowch esgus o flaen llaw dros adael yr ystafell gyfweld yn gynnar os bydd ymarweddiad yr etholwr yn gwneud i chi deimlo'n anesmwyth (fel gorfod ymgynghori â chydweithiwr, gwneud galwad ffôn breifat, neu rywbeth tebyg).

Dylai'r ystafell gyfweld ei hun gynnwys y canlynol, yn ddelfrydol a lle y bo'n ymarferol:

- mynediad rhwydd at linell ffôn sefydlog;
- dim eitemau trwm y gellid eu defnyddio fel arfau;
- drws na ellir ei gloi o'r tu mewn ac sy'n cynnwys panel gweld sy'n rhoi golwg eglur o'r dderbynfa neu fan cyhoeddus;
- larwm wedi'i gysylltu â'r dderbynfa neu ystafell arall a fydd yn cael ei meddiannu tra bod y gymhorthfa'n cael ei chynnal.

6. Teithio

Dylai Cyngorwyr ystyried y mesurau diogelwch a amlinellir isod wrth deithio, boed hynny i / o gartrefi etholwyr, cymorthfeydd ward neu safleoedd y Cyngor.

Pa ddull teithio bynnag a ddefnyddiwch, byddwch yn effro i'r amgylchedd a pheryglon posibl bob amser.

Mewn car:

- gwnewch yn siŵr fod eich car yn addas i'r ffordd fawr a bod digon o danwydd ynddo;
- dilynwch Reolau'r Ffordd Fawr a thraffig ffyrdd;
- peidiwch â rhoi lifft i bobl nad ydych yn eu hadnabod;
- ceisiwch barcio mewn ardal sydd wedi'i goleuo'n dda lle rydych yn teimlo'n ddiogel, ac mor agos â phosibl i'ch cyrchfan.

Mewn tacsï:

- defnyddiwch gwmnïau trwyddedig yn unig;
- ceisiwch drefnu tacsï o flaen llaw;
- lle y bo'n ymarferol, rhannwch gyda ffrind neu gydweithiwr ac eisteddwch yn y cefn;
- ceisiwch gael eich codi a'ch gollwng mewn ardal sydd wedi'i goleuo'n dda lle rydych yn teimlo'n ddiogel, ac mor agos â phosibl i'ch cyrchfan.

Ar drafnidiaeth gyhoeddus:

- gwiriwch amserau'r gwasanaethau;
- lle y bo'n bosibl, arhoswch mewn ardal sydd wedi'i goleuo'n dda gerllaw pobl eraill rydych yn teimlo'n ddiogel gyda nhw;
- byddwch yn barod gyda'ch tocyn / arian fel na fydd angen i chi ddod â'ch pwrs / waled allan;
- gwnewch yn siŵr fod gennych ddigon o arian fel y gallwch archebu tacsï os byddwch yn colli'r gwasanaeth olaf;
- ceisiwch drefnu i rywun gyfarfod â chi wrth yr arhosfan fysiau / gorsaf drenau.

Ar feic:

- gwnewch yn siŵr fod eich beic yn gweithio'n dda;
- gwisgwch ddillad addas na fydd yn mynd yn sownd, rhywbeth fflworoleuol, fel siaced lachar, a helmed feicio;
- defnyddiwch oleuadau bob amser;
- canolbwyntiwch ar y ffordd wrth feicio a cheisiwch osgoi siarad / gwrando ar gerddoriaeth / defnyddio ffôn symudol;

- clymwch eich beic gyda chadwyn a chlo clap o ansawdd da mewn ardal sydd wedi'i goleuo'n dda lle rydych yn teimlo'n ddiogel, ac mor agos â phosibl i'ch cyrchfan.

Ar droed:

- cynlluniwch eich llwybr fel y byddwch yn gwybod i ble rydych yn mynd ac yn osgoi ardaloedd lle y byddech yn teimlo'n anniogel, yn enwedig yn y nos – dilynwch lwybr hirach os byddai'n fwy diogel;
- daliwch unrhyw fag yn dynn / cadwch unrhyw waled mewn poced fewnol, ond ildiwch eitemau gwerthfawr yn hytrach na dioddef ymosodiad;
- byddwch yn effro i droseddau tynnu sylw – e.e. rhywun yn gofyn i chi faint o'r gloch yw hi er mwyn cael cyfle gwell i ymosod arnoch / dwyn oddi arnoch;
- ceisiwch osgoi defnyddio'ch ffôn symudol, oherwydd fe all dynnu eich sylw a bod yn darged i unrhyw leidr;
- gwnewch yn siŵr fod gennych ddigon o arian i alw tacsï neu ddal bws neu drên os byddwch yn teimlo dan fygythiad;
- gwisgwch esgidiau cyfforddus y gallwch symud yn gyflym ynddynt.

7. Arweiniad Ychwanegol

Gallai polisïau a ddatblygwyd gan Dîm Iechyd a Diogelwch Corfforaethol y Cyngor fel arweiniad i gyflogeion fod yn ffynonellau gwybodaeth defnyddiol i Gynghorwyr hefyd, yn benodol:

- HS 13 – Polisi Trais yn y Gweithle;
- HS 22 – Polisi Gweithio ar eich Pen eich Hun.

Mae'r polisïau hyn ar gael ar *RCT Source*, o dan *A-Z of Policies* a hefyd, ynghyd â gwybodaeth ychwanegol am *Drais yn y Gweithle* a *Gweithio ar eich Pen eich Hun*, o dan y pynciau perthnasol yn y rhan *Diogelwch* o'r adran *Iechyd, Diogelwch a Lles*.

Fel arall, mae copïau o bolisïau ar gael gan y Tîm Iechyd a Diogelwch Corfforaethol (rhif ffôn 01443 425531).

Mae arweiniad ar ddiogelwch personol ar gael gan sefydliadau allanol hefyd, fel Ymddiriedolaeth Suzy Lamplugh, sydd ar gael trwy'r ddolen ganlynol:

www.suzylamplugh.org

Template for the creation of a service specific privacy notice (for publication on the Councils website).

How we use your personal information for processing Petitions

The Council provides services for local communities and the people who live in them. Undertaking this work means that we must collect and use information about the people we provide services to and keep a record of those services. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

We have summarised in this privacy notice some of the key ways in which we use your personal information for processing petitions. This information should be read in conjunction with the Council's corporate privacy notice ([insert link](#)).

1. Who we are, what we do.

Rhondda Cynon Taf County Borough Council processes petitions completed and provided to the Council by members of the public, elected members on behalf of constituents.

2. What and whose personal information we hold?

In order to process the petition, the Council needs to obtain the signatures that support the petition, as well as the names and addresses of the signatories to validate the petition and maintain the integrity and quality of the 'signature list'.

Where a member of the public is leading the petition, the petition will also include their name and address as a point of contact.

Where an elected member is leading the petition on behalf of their constituents, the petition will also detail the name of the elected member and their ward.

3. Where does the service get my information from?

The information is obtained directly from you when providing your details on the petition.

4. Who will you share my personal information with?

Once the Council receives the petition, it will be passed onto the relevant service area to which it relates to for review and consideration, with the relevant Cabinet Member also being advised of its content. The relevant Council Officer responsible for dealing with the petition will hold the contact details of the lead petitioner to keep them up to date with progress and outcomes.

Petitions are often presented by an Elected Member on behalf of their Constituents at a meeting of the Council. Such presentation will be reported in the Council minutes, advising of the Elected Member presenting the petition and a summary of the nature of the petition. No personal data will be disclosed within the Minutes.

If a petition satisfies the Council's agreed 'petitions publication criteria' then details of the petition i.e. Number of signatories and the nature of the petition will be published on the Council website on its dedicated petition page. Adjacent to this will be the Cabinet Member response to the petition. Again, no personal data will be disclosed on this web page.

5. What is the legal basis for the use of this information?

We collect and use your personal information only where it is necessary to do so in order to perform our public tasks or duties as a Local Authority in line with Article 6.(1)(e) of the GDPR.

6. How long will my information be kept?

Petition records are to be retained for 6 years after date of petition.

7. Your information, your rights

The General Data Protection Regulation (GDPR) gives you important rights, including the right to access the personal information the services hold about you.

Click here (insert link) for further information on your information rights and how to exercise them.

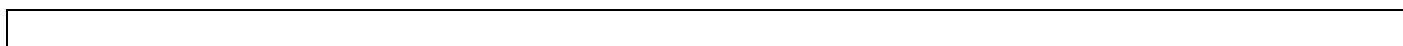
8. Contact us

If you have any concerns or would like to know more about how the service uses your personal information please contact us in one of the following ways:

By email : CouncilBusiness@rctcbc.gov.uk

By telephone : 01442 424110

In writing : Council Business Unit, The Pavilions, Cambrian Park, Clydach Vale, CF40 2XX



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

**CO-OPTED / INDEPENDENT MEMBER ICT ACCEPTABLE
USE POLICY**

Version 1.0 DRAFT

Document Information

Version: **1.0**

Status: **Draft**

Date: **TBC**

Owner: Tim Jones, Service Director Digital & ICT Services

Author: Louise Evans, Data Protection Officer & Improvement Officer

CONTENTS

Ref	Details	Page No
1.	Introduction	3
2.	Scope	3
3.	Co-opted / Independent Member	3
4.	Equipment & Systems	3
5.	ICT Points of Contact	4
6.	Training	4
7.	Passwords	4
8.	Return & Recovery of Equipment	5
9.	Reasonable Personal Use	5
10.	General Restrictions of Use	6
11.	Monitoring, Audit & Enforcement	6
12.	Breach of Policy	6

Appendix	Details	Page No
I	General Restrictions of Use	8
II	Policy Acceptance Form	9

1. INTRODUCTION

The Council considers the use of its ICT equipment and systems to be a valuable asset that if used correctly can help Co-opted/Independent Members undertake their duties more effectively. Therefore, it is Council policy to promote its proper and efficient use.

This policy defines what the Council considers as acceptable use of its ICT equipment, systems and facilities and sets out rules and guidelines for its access and use.

The overall purpose of these conditions is to:

- promote efficient and safe use of the Council ICT equipment, systems and facilities;
- protect the Council and Co-opted/Independent Members from legal action, either civil or criminal;
- protect and safeguard information, and
- ensure compliance with relevant legislation.

2. SCOPE

This policy applies to Co-opted Members and Independent Members when undertaking official Council duties i.e. attendance at a committee.

It applies to Co-opted Members and Independent Members when using Council ICT equipment, systems and facilities to conduct official Council business.

Co-opted Members and Independent Members are expected to comply with this policy at all times when using the Council ICT equipment, systems and facilities, whether accessed locally or remotely (e.g. from a council office, Members home etc.); and/or via any Council issued device (e.g. iPad).

3. CO-OPTED / INDEPENDENT MEMBERS

Co-opted Members and Independent Members are non – councillor members of certain committees, appointed because of their knowledge or expertise in an area, which can be useful in guiding Councillor's deliberations. Some Co-opted Members are statutory and these will be able to vote on matters that fall within their remit i.e. Education Co-opted Members, whilst other Co-opted Members will sit in a non-voting capacity role. Independent Persons are people appointed to oversee the code of conduct and complaints against Councillors and sit on the Council's Standards Committee.

Both Co-opted Members and Independent Members are referred to in this policy as Members.

4. EQUIPMENT & SYSTEMS

The Council will provide Members with the following ICT equipment and facilities for conducting Council business:

- a) A Council issued iPad

- b) A Council's network account (and associated network ID and password)
- c) Access to modern.gov
- d) Secure remote access capability for Council issued ICT equipment
- e) Secure WiFi access for Council owned devices in Council premises.
- f) Support via the ICT Service Desk for the services.

Members will be responsible for the safekeeping of Council issued equipment issued to them and are expected to treat it with appropriate care to avoid it being damaged, lost or stolen.

5. ICT POINTS OF CONTACT

The ICT Service Desk is the first point of contact for all enquires and support relating to Council ICT equipment, systems and facilities.

ICT Service Desk hours are:

- Monday – Thursday 08:00-17:30
- Friday 08:00-17:00

Contact details are:

- Tel: 01443 425080
- Email: ictservicedesk@rctcbc.gov.uk

6. TRAINING

Basic training to support Members in their use of Council ICT equipment, systems and facilities will be provided as part of the Induction Programme. This assumes a reasonable level of ICT literacy prior to Induction. Any additional individual training needs should be discussed with the Head of Democratic Services.

7. PASSWORDS

Passwords are the first line of defence for our ICT systems and together with the User ID help to establish that people are who they claim to be. A poorly chosen or misused password is a security risk and may impact upon the confidentiality, integrity or availability of our networks, computers, systems and the information that's stored on them.

A weak password is one which is easily discovered, or detected, by people who are not supposed to know it. Examples of weak passwords include words picked out of a dictionary, months, days, seasons, names of children and pets, car registration numbers and simple patterns or letters from a computer keyboard. A strong password is a password that is designed in such a way that it is unlikely to be detected by people who are not supposed to know it, and difficult to work out even with the help of a computer.

Members must use strong passwords for all Council issued devices and systems with a minimum standard of:

- At least eight characters.

- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- Must not be the same or contain part of your username within the password.
- Must not contain the first, middle or last name of your full name
- Must be significantly different from the previous 24 passwords
- Must not have been changed within one working day
- More complex than a single word (such passwords are easier for hackers to crack).
- All passwords must be changed at least every 60 days, or whenever a system prompts you to change it.

Protecting Passwords

It is of utmost importance that the password remains protected at all times. The following guidelines must be adhered to at all times:

- ✗ Never reveal your passwords to anyone.
- ✗ Never let anyone else access your account.
- ✗ Never write your passwords down or store them where they are open to theft.
- ✗ Never store your passwords in a computer system without encryption.
- ✗ Never use the 'remember password' function.
- ✗ Do not use the same password for systems inside and outside of work.

8. RETURN & RECOVERY OF EQUIPMENT

Any ICT equipment issued to a Member remains the property of the Council. The Council reserves the right to require the Member to return the device at any time and the right to recover the computer from the Member.

The Member is required to return the IT equipment to the Council within 1 month of ceasing to be a Member.

9. REASONABLE PERSONAL USE

Should they choose to do so, Members may use Council ICT equipment, systems and facilities for reasonable personal use provided it:

- is used in a Members own personal time;
- does not interfere with the performance of official Council duties;
- does not take a priority over Council work responsibilities;
- does not incur expense on the Council,
- does not have a negative impact on the Council in any way, nor damage its reputation, and
- complies with the guidance set out in this policy.

Subject to this policy, personal use could include but is not solely restricted to areas such as online banking, shopping, entertainment, leisure activities or bookings, personal research.

Members should note that such personal use is a privilege and not a right, which can be removed at anytime.

Any personal use is carried out at the Member's own risk and the Council does not accept responsibility or liability for loss caused as a result of use.

Members should be mindful that any personal use is subject to monitoring as outlined in section 11 of this policy. Members are assured that any such monitoring is undertaken **strictly** to the extent permitted or as required by law, and as necessary and justifiable for legitimate Council business purposes.

10. GENERAL RESTRICTIONS OF USE

General restrictions applicable to the use of the Council's ICT equipment, systems and facilities are set out in Appendix I.

11. MONITORING, AUDIT & ENFORCEMENT

The use of Council ICT equipment, systems and facilities is a valuable business tool, however, misuse of these facilities can have a negative impact on the Council and Members. Appropriate monitoring, audit and enforcement is therefore required to support proper and efficient use.

- Council issued equipment, systems and any data held on them are the property of the Council.
- The Council reserves the right to access, monitor and review any Member's use of Council computer equipment, systems, facilities and data covered by this policy (and related Information Management policies) without the additional consent being required from the Member, and to bypass any security setting that a Member may make (e.g. password) subject to the authorisation of the Council's Monitoring Officer and Service Director Digital & ICT Services.
- Whilst all activity is recorded (e.g. internet browser history), any access to, and review of such equipment, activity and data will be undertaken **strictly** to the extent permitted or as required by law, and as necessary and justifiable for legitimate Council business purposes, audit and security, or where there is reason to believe that a breach of security or a breach of policy has occurred (see section 12).
- The Council reserves the right to place restrictions on the use of internet facilities at any time.

12. BREACH OF POLICY/ENFORCEMENT

Any Member who considers that this policy has not/is not being followed are encouraged to raise the matter with the Council's Monitoring Officer (or delegated officer) in the first instance.

Subject to the recommendation of the Councils Monitoring Officer, where there is a suspected breach this will be reported to the ICT Service Desk on the Member's behalf and an investigation will be undertaken in line with the Council's procedure for '[Investigating information security incidents and events](#)'.

In certain circumstances an investigation may lead to a Member's ICT access privileges being revoked and possible action being taken against a Member in accordance with the Council's Members Code of Conduct.

GENERAL RESTRICTIONS OF USE

Council ICT equipment, systems and facilities **must not** be used for:

- Any Party political reasons or political lobbying i.e. the process of making a concerted effort designed to achieve a political result that is against Council policy or goals. This could then in turn be harmful or cause issue for the Council.
- Engaging in any illegal activity or accessing / storing material that is profane or obscene (pornography), that incites illegal acts, violence or discrimination towards other people (hate literature).
- Accessing/using online gambling web sites, blogs or chat rooms that are offensive, unsuitable or inappropriate to the workplace
- Engaging in inappropriate language, designated as: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful. This applies to any public or private messages, images, audio and to any material posted on web pages. Engaging in personal attacks, including prejudicial or discriminatory to other people.
- Posting information/material that could cause damage or a danger of disruption to Council business.
- Attempting to gain unauthorised access to the internet or go beyond their authorised access. This includes attempting to log in through another person's account or accessing another person's files. Sending emails purporting to come from some other person, whether or not that person is an employee or elected Member of the Council. Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Harassing another person. Harassment occurs when a person engages in unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. If users are told by another person to stop sending them messages, they must stop. Further guidance on harassment is available through the Council's ['Dignity at Work Policy'](#).
- Knowingly or recklessly posting false or defamatory information about a person or organisation.
- Posting, forwarding or replying to chain letters or engaging in "spamming". (Spamming is the word used to describe the sending of annoying or unnecessary messages to a large number of people).

CO-OPTED / INDEPENDENT MEMBER POLICY ACCEPTANCE FORM

Policy Name	Co-opted / Independent Member ICT Use Policy
Version Number	1.0
Date	TBC

By signing the declaration below, I confirm that I have read and understood, and will abide by the acceptable use conditions set out in the above named policy.

Member Full Name (print)	
Member Signature	
Date	

Once signed, please return this form the Head of Democratic Services.

Document Control

Policy	ICT
Title	Co-opted / Independent Member ICT Acceptable Use Policy
Author	Louise Evans, Data Protection & Improvement Officer
Owner	Service Director Digital & ICT Services
Initial Policy Launch Date	TBC
Review date	This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Document Approval

This document requires the following approvals:

1. Democratic Services Committee
2. Democratic Services

Document Consultation

1. Information Management Board

Version Control

Version No	Date Approved	Valid From Date	Valid To Date	Changes Made
1.0	TBC	TBC		Policy creation