

**Manchester City Council
Report for Information**

Report to: Standards Committee – 16 June 2022

Subject: Review of the Operation and Efficacy of the Use of Resources
Guidance for Members

Report of: City Solicitor

Summary

To update the Standards Committee on the operation and efficacy of the Use of Resources Guidance for Members

Recommendations

- 1.To note the Monitoring Officer's views on the operation and efficacy of the Use of Resources Guidance for Members
 - 2.To recommend to full Council the adoption of the revised guidance as attached
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Wards Affected – All

Financial Consequences – Revenue - None

Financial Consequences – Capital - None

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Background documents (available for public inspection):

None

1.0 Introduction

- 1.1 The Use of Council Resources Guidance for Members, which sits in Part 6 of the Council's Constitution, was last updated as part of the Annual review of the Constitution in February 2021. Changes were reported to this Committee as part of the Standards Committee Annual Report in March 2021.
- 1.2 On recent review it is proposed to revise the Guidance to make it clearer that Councillor "@manchester.gov.uk" email addresses and Councillor's telephone numbers are Council resources and should not therefore be used or feature on campaign or election literature. Most members are aware of the need to keep these separate, but it is considered additional clarity on this would be useful.
- 1.3 It is also suggested that in the Section which relates to Information Security a specific mention of the need and expectation for members to complete cyber training when requested would be useful as cyber risks are key risks for all Councils. It is further proposed the Guidance should be revised to remove references to IT systems and practices which are no longer relevant for example the reference to Winzip software in Paragraph 6.2.2 of the Guidance and to update the section relating to Information Security in paragraph 7 of the Guidance with more current information. The Guidance with proposed changes highlighted in bold is attached.
- 1.4 There were no complaints relating to use of Council resources under the Member Code of Conduct since the last report on the Use of Council Resources Guidance and subject to the clarification indicated above the Monitoring Officer is of the view that this Guidance is well understood by Members. She is not aware of any queries or issues that have not been addressed through existing procedures.

2. Recommendation

- 2.1 The recommendation appears at the front of this report