

**Manchester City Council  
Report for Resolution**

**Report to:** Standards Committee – 15 June 2023

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

**Report of:** City Solicitor

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**Summary**

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

**Recommendations**

The Committee is recommended to:

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

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**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 considered by this Committee in June 2022.
- 1.2 Suggestions were made in the report of June 2022 regarding revisions to the Guidance to make it clearer that Councillor "@manchester.gov.uk" email addresses and Councillor's telephone numbers are Council resources and should not be used or feature on campaign or election literature. Most members are aware of the need to keep these separate, but it was considered additional clarity on this would be useful.
- 1.3 It was 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 was 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 appended.
- 1.4 The Committee agreed in June 2022:
  - a) To endorse the inclusion, in Paragraph 2 of the Guidance (Resources general provisions), that the non-use of members Council provided email addresses and phone numbers for campaign or election literature purposes, will apply to Councillors all year round.
  - b) To recommend to full Council the adoption of the revised and amended guidance, as detailed in the report submitted.

Additional wording is proposed to the Guidance, shown in bold highlighted text in the Appendix to address a) above. As further discussion was required on the changes on this Guidance the version of the Guidance with the amendments proposed in June 2022 did not form part of the report to full Council on the annual review of the Constitution.

- 1.5 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. When approved by full Council the Guidance will be recirculated to all members.

## **2. Recommendations**

- 2.1 The recommendations appear at the front of this report.