

**Manchester City Council  
Report for Information**

**Report to:** Standards Committee – 31 October 2024

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

**Report of:** City Solicitor and Monitoring Officer

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**Purpose of the Report**

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

**Recommendation**

The Standards Committee is recommended to note and comment on the report.

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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 (“the Guidance”), which is contained in Part 6 of the Council’s Constitution, was last considered by this Committee in June 2023.
- 1.2 The associated June 2023 report was accompanied by a revised version of the Guidance, which the Committee recommended to Council for approval. The revisions to the Guidance included:
  - 1.2.1 Additional emphasis of the (existing) position that Councillor’s “@manchester.gov.uk” email addresses and the telephone numbers of Council-issued mobile telephones provided to Councillors are Council resources and should not be used for political campaigning or feature in political campaign or election literature.
  - 1.2.2 Specific mention of the need and expectation for members to complete cyber training when requested.
  - 1.2.3 Removal of references to IT systems and practices which were no longer relevant.
  - 1.2.4 Updating of the section relating to Information Security in paragraph 7 of the Guidance with more current information.
- 1.3 The Council approved the revised Guidance on 15 May 2024, when it considered the annual revision of the Council’s Constitution.

## **2.0 Update since last report**

- 2.1 Since the last report to the Committee on the Guidance, there have been no member conduct complaints received that relate to a member’s use of Council resources and the Monitoring Officer is of the view that the Guidance is well understood by Members. The Guidance is specifically briefed upon during the induction of new members, who are also provided with a copy. In addition, whenever the Guidance is updated, it is recirculated to all members (who will have also seen the revised version when full Council approved the changes).
- 2.2 The Guidance is also considered to be a useful reference tool for officers. For example, it may be consulted when considering non-standard requests by members for use of the resources of the Council’s Members Services Team.

## **3.0. Recommendation**

- 3.1 The recommendation is set out at the beginning of this report.