

**Sellindge Parish Council general presumption is for electronic provision of information and transaction of business, to facilitate effective communication and reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.**

### **1. What Councillors can expect from Officers**

The Parish Council will provide all Councillors with a Tablet to use for Parish Council's business only.

The Parish Council can provide Councillors with technical support during the following working hours:

Tuesday 10.00am – 12.00pm.  
Friday 2.30pm – 4.30pm

### **2. What Officers can expect from Councillors**

Councillors must report immediately to the Clerk any loss or damage to all or any of the equipment, including if the Tablet is stolen.

If the equipment (including tablet, charger and cover) is lost or broken then Councillors may need to pay an element of the cost to fix or replace it:

If the tablet is lost, broken, or stolen (as a result of negligence on the part of the Councillor) then the Councillor would be expected to pay for the full cost of a replacement, which would be provided by the Council on a like for like basis.

If the equipment ceases to work as a result of reasonable wear and tear or due to a fault, it would be fixed or replaced by the Parish Council at no cost to the Councillor.

Councillors may only download and use Apps approved by the Parish Council.

Councillors may use Councillor provided Bluetooth enabled accessories (such as a keyboard) with the tablet, however these would not be provided by, or maintained by the Council.

### **3. Return and Recovery of Equipment**

All equipment and software assigned remains the property of the Parish Council. The Parish Council reserves the right to require Councillors to return the equipment at any time

At the point at which a Councillor's term of office is ended, all equipment issued (including tablet, case and charger) must be returned to the Parish Council within one week of ceasing office, in the condition it was issued (reasonable wear and tear

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excepting). All information held on the equipment will be deleted and the equipment may be re-issued.

#### 4. E-Mail Key Messages

All e-mails that are used to conduct or support official Sellindge Parish Council business must be sent using a “@sellindge-pc.gov.uk” address.

Non-council e-mail accounts must not be used to conduct or support official Sellindge Parish Council business. Councillors and users must ensure that any emails containing sensitive information must be sent from an official council email account (e.g. @sellindge-pc.gov.uk” address).

All official e-mail must carry the official Parish Council disclaimer

Automatic forwarding of email is not permitted.

#### 5. Declaration:

I agree to the use and return of the Equipment in accordance with this usage policy.

Signed: .....

Printed: .....

Date: .....

Tablet details: .....

Date	Version	Written / checked	Adopted
10/02/23	1	D Prior	
	2	L Hedley	