

Resources Protocol

1 Introduction

The purpose of this protocol is to provide a guide to the use of Council resources by Councillors.

2 Resources Provided to Councillors

- (1) The Council provides a range of support services, including stationery and an e-mail address to enable Councillors to carry out their duties. These may only be used on Council business, such as correspondence between Councillors or Councillors and Officers; or in response to queries raised by local people. They must not be used for any party political, mailing list or election purposes whatsoever. Councillors must not ask Officers to type, photocopy or otherwise process any party political or election material.
- (2) Council stationery may only be used by Councillors as part of their duties as an elected member. They may not be used for any party political or election purposes whatsoever.
- (3) Councillors are provided with an e-mail address: i.e. "cllr.firstname.surname@colchester.gov.uk". This is an official address and may only be used by Councillors as part of their duties as an elected member. It may not be used for any party political purpose or appear on any election material or publicity whatsoever. Councillors may use their Council e-mail address on their Ward newsletters as a means of enabling their constituents to contact them. However, the Council e-mail address should not be used in Ward newsletters during an election nomination period or any that contain election material.
- (4) Councillors may use their Council computer for reasonable and appropriate private use and party-political purposes. However any e-mail use of the computer for party political purposes must be via a separate e-mail address.

3 Code of Conduct

- (1) Paragraph 5 (b) of the Council's Code of Conduct for Members states:
"A Councillor —
must, when using or authorising the use by others of the resources of the Council,—
 - (i) act in accordance with the Council's requirements; and
 - (ii) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or conducive to, the discharge of the functions of the Council or of the office to which the Councillor has been elected or appointed."

4 The Council's Requirements

- (1) The Council's requirements regarding the use of its resources by Councillors are contained in this Protocol.
- (2) If a Councillor does not act in accordance with the Council's requirements it could amount to a breach of the Council's Code of Conduct for Members under paragraph 5 (b) and may be referred to the Governance and Audit Committee.