

WYFRA	FINANCE & RESOURCES COMMITTEE	19 OCTOBER 2007	ITEM No
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REPORT OF: DIRECTOR OF CORPORATE RESOURCES
(MONITORING OFFICER)
AND CHIEF FINANCE OFFICER

PURPOSE OF REPORT: TO CONSIDER THE NEED FOR MORE
COMPREHENSIVE PROTOCOLS DEALING WITH
THE USE OF AUTHORITY RESOURCES FOR
MEMBERS AND THE APPOINTMENT OF A MEMBER
CHAMPION(S) TO LIAISE WITH OFFICERS IN THE
DEVELOPMENT OF SUCH PROTOCOLS

RECOMMENDATION: THAT THE COMMITTEE DETERMINE WHETHER IT
WISHES TO PUT IN PLACE COMPREHENSIVE
PROTOCOLS DEALING WITH THE USE OF
AUTHORITY RESOURCES BY MEMBERS OF THE
AUTHORITY AND WHETHER IT WISHES TO
APPOINT A MEMBER CHAMPION(S) TO ASSIST
WITH THIS PROCESS.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

Exemption Category: Nil

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Background Papers: Case Review 2007 Issued by the Standards Board for
England

1. **Background**

- 1.1 The Code of Practice provides that Members must, when using or authorising the use by others of the resources of their authority; 1) act in accordance with their authority's reasonable requirements and 2) ensure that such resources are not used improperly or for political purposes (including party political purposes) and also Members must have regard to any applicable local authority code of publicity under the Local Government Act 1986.
- 1.2 Following concerns originally expressed during the third Annual Standards Assembly, the SBE embarked upon a consultation process over the need for the Board to issue national detailed guidelines governing the use of authority resources. In its recent 2007 case review the Board has concluded that such matters are best dealt with at local level and has indicated that it strongly supports local authorities having protocols dealing with the use of resources. The Board says that these protocols should be comprehensive and cover the following topics:
- use of authority premises
 - member/officer relationships
 - information technology
 - telephone and fax
 - photocopying
 - use of stationery and headed notepaper
 - postage
 - use of authority transport
 - allowances and expenses
- 1.3 Due to the limited opportunity which Members of the Fire Authority have to access Authority resources, the Authority has not previously developed any comprehensive protocols dealing with many of these issues although it obviously has a statutory Members allowances and expenses scheme and it has also, for many years, had a Member/Officer relationship protocol (see FRA Constitution pages 127-129).
- 1.4 The SBE indicate that in order for Members to know what the Authority's reasonable requirements for the use of resources are, it is necessary to have comprehensive protocols. With that in mind the Committee is invited to determine whether it wishes to instruct Officers to draw up draft proposals covering all of the matters identified by the SBE and whether it wishes to appoint Members to assist Officers in this process.