

## **REPORT OF EXECUTIVE CABINET**

### **General Report**

1. This report summaries briefly two of the items discussed at the last meeting of the Executive Cabinet held on 7 January 2010. Separate reports on the two items requiring Council decisions have been prepared for consideration.

### **Green Travel Plan**

2. The Executive Cabinet approved a Green Travel Plan which seeks to provide and improve travel sustainability amongst Council employees.
3. The Plan aims to address the over-dependency on cars by encouraging the exploration of all possible alternatives to single occupancy car use through, for example, car sharing, home working and use of alternative modes of transport (bicycle, public transport, walking, etc), whenever practicable.
4. The Green Travel Plan incorporated an action plan for the delivery of changes to staffs' travel patterns, together with a comprehensive list of targets to be achieved over the plan period. The successful implementation of the Plan is expected to reduce business travel mileage, travel costs for both staff and the Council and a reduction in the Authority's CO2 emissions, which is one of our corporate objectives.
5. Although the Green Travel Plan is currently aimed for application by the Council's staff, we can consider extending applying the provisions of the Plan to Councillors at a later date.

### **Members' E-Mail, Internet and Telephone Acceptable Usage Policy**

6. The Executive Cabinet was recommended to approve for adoption a revised policy setting out and defining the general rules for Councillors' acceptable use of the e-mail, internet and telephone facilities provided by Council.
7. The current policy is now several years old and does not reflect recent changes in technology, legal requirements or best practice.
8. The policy proposed for Members' use primarily replicates the policy regulating staffs' usage of ICT and telephony systems. While breaches of the policy by staff can result in disciplinary action, breaches by Members can result in Code of Conduct issues being considered by the Standards Committee.
9. A few Members present at the Executive Cabinet meeting questioned the validity of Clause 4.3 of the policy which prohibits the use of the Council's email address by Members using public websites for non-business purposes (eg on-line shopping). We were reminded that the principal purpose of the ICT equipment is to improve the efficiency and effectiveness of the delivery of the Council's business and that transactions with public websites can result in the Council's network being inundated and blocked with unnecessary e-mails.
10. However, we do appreciate the concern. Accordingly, we have accepted in principle the revised policy for Councillors' acceptable use of e-mail, internet and telephone facilities as presented, but have requested the respective political groups to examine to policy in advance of the Member Support

Working Group addressing the implications of Clause 4.3, particularly in relation to Members who have dispensed with their personal computer equipment, and making any recommendations as to how the issue might be practically resolved.

**Recommendation**

11. The Council is recommended to note this report.

COUNCILLOR PETER GOLDSWORTHY  
Executive Leader

There are no background papers to this report

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