



GUIDANCE ON THE USE OF MEMBER PAGES ON THE COUNCIL'S WEBSITE

1. The Council's Website includes pages providing details about each Member. This includes factual information about the Ward they represent, membership of Council bodies, Council appointments to outside bodies and membership of a political group (if any). This information is prepared by the Democratic Services Manager for all Members.
2. A brief "biography" of the Member (up to half a page of text) can also be included if the Member so wishes. In particular, this could explain current and past links with various organisations in the community. It could state the political party to which the individual is affiliated, but should not expand on personal political or other beliefs, nor seek to campaign on particular aspects of policy or decisions to be made.
3. Details of a Member's surgery for constituents can also be included on the web page.
4. The Council has adopted a policy to follow best practice to enable Members to report back to on the activities they have undertaken on the electorate's behalf. A template for these statements is attached as an Appendix to this section of the Constitution.
5. The inclusion of activity statements is encouraged by the Members' Allowances Independent Remuneration Panel. The Department for Communities and Local Government Guidance on e-government also encourages Members to report back to their communities through web-pages – and the template provides a standard way of doing this.
6. The Council has agreed that all Members will have the opportunity to complete the statements for quarterly publication. Completion of the activity statements is voluntary. Drafts will be sent to the Democratic Services Manager to arrange for web publication and to check that they comply with this guidance.
7. The publication of the quarterly activity statements will be undertaken in addition to the annual list of formal meetings that Members have attended. This list is published in the press by the Democratic Services Manager, along with the statutory statement of the financial allowances received by each Member for the year. The press statement will refer to the availability of the additional information prepared by Members on the website.
8. The activity statements provide an opportunity for each Member to report back in greater detail on the work undertaken in or on behalf of the community.
9. In completing the statements Members should have regard to the following guidance:

- (a) the content should be a statement of fact and not seek to promote a particular political party or other personal beliefs of the Member.
 - (b) the statement should not be used to campaign on a particular issue.
 - (c) the statement should comply with the Council's Code of Conduct, local protocols on conduct, the IM&T Security and Conduct Policy and the Government's Code on Publicity.
 - (d) confidential information about individual cases dealt with in a surgery or correspondence should not be divulged – though a summary of numbers of cases handled can be given.
 - (e) reference to political group or other activities that clearly relate to the undertaking of the Member's role within the Council can be referred to if a Member wishes – as the law recognises the existence of groups on a council. However, such references should not seek to promote the views of that group or refer to activities that go beyond the conduct of the role of the Member within the Council. For example, reference to Member group meetings to discuss Council business could be acceptable. Training or seminars organised by parties on how to undertake the Member role could be acceptable. Business which involves the wider party outside the Council e.g. candidate selection, policy discussion or election strategy is not acceptable.
10. The Democratic Services Manager will issue reminders about the deadline for completing the forms. The Member who wants to participate should do this electronically unless though disability a paper copy has to be used. The Democratic Services Team will place copies on the web-site. The press will be notified of the publication date.

Template for Members to complete – Report Back on Activities

Time Period:

Council Meetings

Full Council / Cabinet / Scrutiny / Regulatory Committees / Sub-Committees

Working Parties/Partnership Boards/Joint Arrangements etc.

Other Council Business

Representing the Council on Outside Bodies

Ward

Meetings

Issues dealt with/looked at

Learning & Development

Training/Seminars/Courses/Conferences

Other Activities

Within the Ward

Within the District