

## **FOI request to the Greater London Authority submitted on 17 June 2016 #5598**

The Greater London Authority's response sent 2 Aug 2016

Thank you for your email, which was received by the Greater London Authority on 17 June. Our response to your request is as follows:

1

*Does the authority have a social media policy on the use of social media by its employees?*

*Social media includes but is not limited to Facebook, Twitter, Instagram, etc. It may also be that the use of social media is covered by is covered by the authority having a wider ecommunications*

*or ICT acceptable use policy or forms part of your Code of Conduct?*

- The authority does not have a formal policy, but has issued Social Media Guidelines to staff. The use of social media is also covered in the Authority's Code of Ethics and Standards for staff. We also have guidelines relating to the Authority's staff 'intranet'.

2

*If so can I please have a copy of the policy and any additional guidance provided to staff sent to me electronically in an accessible format e.g. .docx or .pdf format?*

- Copies of the three documents mentioned above are attached. 'The Code of Ethics and Standards for Staff' is a public document available on the GLA website via this link: <http://www.london.gov.uk/file/9467/download?token=buhov83B>. Appendix A deals with protocol on the use of information technology and communications technology. Please note that the current 'GLA Social Media Guidelines' document refers to the previous administration and will be updated shortly.

3

*What was the date when the social media or wider e-communications policy was introduced?*

- The GLA's code of Ethics and Standards was published in August 2011. The Intranet Social Media Guidelines were adopted in 2011. The current GLA Social Media Usage Guidelines were adopted in March 2014.

4

*Can you please tell me for the period since the introduction of the social media or ecommunications*

*policy up to the 31st December 2015, how many employees have been*

*investigated for breaching the policy on social media use? NB If the authority does not maintain*

*central records of disciplinary action against employees of LEA Maintained schools then that data can be excluded.*

- None

5

*For each investigation please state whether the allegation was proven and what the disciplinary outcome was? Discipline in this case is limited to the issuing of a written warning, final written warning or dismissal for gross misconduct or that the employee resigned. Any case where an appeal or Employment Tribunal hearing is outstanding should be excluded.*

- Not applicable

6

*For each investigation please state the nature of the allegation and the name of the social media involved e.g. Facebook, Twitter, Instagram, etc.*

- Not applicable

7

*For each investigation please provide information of the age of the employee in the following bands:*

*16 to 24,*

*25 to 34,*

*35 to 44,*

*45 to 54 and*

*over 55.*

*NB These bands match those used by OFCOM for its data on use of social media in their annual Communications Market report as this information requested will be benchmarked against that.*

- Not applicable

8

*For the same time period what percentage of the total disciplinary proceedings taken against employees were related to use, misuse or abuse of social media. NB If the authority does not maintain central records of disciplinary action against employees of LEA Maintained schools*

*then that data can be excluded.*

- Not applicable