

Protocol for Provision of Council Resources to County Councillors

The County Council is committed to providing the resources to councillors that they need to undertake their roles. This protocol is designed to help councillors understand what resources are available and what they can and can't use them for.

This protocol recognises the different roles councillors have in the council and in their communities, and that these roles can overlap, and that this needs to be reflected in how members can and should use the resources provided to them.

1. The Code of Conduct

Lancashire County Council's Members' and Co-opted Members' Code of Conduct says:

"You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly (including for political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986."

This protocol sets out in detail what resources are provided to County Councillors, and what may constitute appropriate and inappropriate use.

Councillors must also abide by the Internet and E-Mail Acceptable Use Policy at Appendix A and the Council's policies on Information Governance in relation to the use of data and information.

2. Resources

2.1 The term "resources" includes:

- a. ICT equipment, including software and systems, provided by the council.
- b. Rooms and accommodation, including office furniture, provided by the council.
- c. Stationery equipment and office consumables provided by the council.
- d. Printing and photocopying using the council's equipment.
- e. Support given by officers of the council.
- f. Allowances and expenses paid by the council to councillors in their official capacity.
- g. Travel, hospitality and hotel accommodation provided by the council.
- h. Data and information in any form (electronic, paper etc) provided by the council.

2.2 It does not include:

- a. ICT equipment provided by the councillor (although software that is provided by the council and used on such a device is included).
- b. Vehicles used by the Councillor, except where they are provided by the council.
- c. Social media sites created or owned by councillors.
- d. Equipment and resources provided by political parties.

- e. Any other resources not paid for or provided by the council.

3. Appropriate and Inappropriate Use – General

3.1 In general, councillors may use the county council's resources in the following circumstances:

- a. where that use will facilitate the functions of the council.
- b. in connection with any office that the councillor holds within the council.
- c. for the support of the business of political groups on the council.
- d. for normal electoral division business, such as responding to correspondence from members of the public, providing factual information about council activities (not as part of a party-political leaflet or similar).

3.2 Councillors must not use the county council's resources for:

- a. Canvassing, or other activity relating to the promotion of an individual or party at an election.
- b. Production of material such as party political leaflets or similar material distributed to the public and designed solely to influence the public.
- c. Party political activity that is not linked to the support of the business of the political groups on the council or to the work of the council.
- d. Private business use.
- e. Excessive personal use.

3.3 Examples of appropriate an inappropriate use include:

Appropriate	Inappropriate
Dealing with correspondence relating to a community meeting to which you have been invited in your capacity as the local county councillor	Dealing with correspondence relating to a political meeting or rally to which you have been invited in your capacity as a local party chair or campaigner
Organising a meeting of your political group in relation to a forthcoming council meeting	Organising a local constituency party fundraising event
Dealing with enquiries from local residents	Using letter headed paper to contact residents to ask them to support you in a forthcoming election
Conducting online research relating to issues that are within the remit of the council	Publishing an online survey that is branded with a political party logo
Providing information and advice on council services to residents and others	Misrepresenting council services or policies for party political advantage

Note that this list is not exhaustive, and councillors are asked to seek the advice of the Democratic and Member Services Manager if they are unsure.

4. All Councillors

4.1 All Councillors will be provided with:

- a. An annual allowance and expenses in line with the Members Allowance Scheme, including an ICT allowance and Mobile Phone allowance where applicable.
- b. An ID badge to access County Hall and other County Council buildings where appropriate.
- c. Access to County Hall Complex car parks.
- d. Appropriate ICT equipment as set out at Section 8 below and Appendix C
- e. Access to fixed PCs in the County Hall Complex.
- f. Access to necessary ICT systems and support.
- g. Access to the multi-function devices for copying and printing.
- h. If members of a political group, access to a lockable group office.
- i. Access to appropriate training and development.
- j. Appropriate support from officers, in line with the Protocol on County Councillor/Officer Relations.
- k. Access to agendas and meetings paperwork, in accordance with the Access to Information Procedure Rules.
- l. Access to information held by the county council, subject to the Protocol on the Disclosure of Confidential Information for Members of the County Council.
- m. Reasonable provision of travel and accommodation where appropriate for Councillors carrying out an approved duty.
- n. Access to the Members Retiring Room, situated on the Committee Floor at County Hall. The room contains meeting facilities, ICT equipment and telephones.
- o. A reasonable supply of standard business cards. Requests for business cards should be emailed to Democratic.Services@lancashire.gov.uk.
- p. Reasonable use of stationery and postage, including letter headed paper.
- q. Free use of appropriate county council premises for surgeries.
- r. Use of the council's facilities for the disposal of sensitive or confidential documents.

5. Dual hatted Councillors

5.1 Where a county councilor is also a district councillor, where possible arrangements will be made to ensure that ICT devices and arrangements facilitate access to both district and county council systems, subject to the information governance requirements of individual district councils.

6. Political Groups

6.1 All recognised political groups will be provided with:

- a. An appropriate room at County Hall, with appropriate facilities for ICT access, storage and meeting space.
- b. Access to meeting rooms for group meetings.
- c. Access to meeting rooms for political party business that directly supports the smooth operation of the county council.

7. Postholders

Certain postholders are entitled to additional resources. These additional resources are to support the Councillor in the Special Responsibility or role they have and are not provided for other use. Additional resources are as follows:

7.1 Chairman and Vice Chairman of the County Council:

- a. The Chairman and Vice Chairman will be provided with PA support and reasonable ancillary services such as stationery, printing and photocopying.
- b. A car will be provided for the use of the Chairman and Vice Chairman for official county council business in connection with his or her role.
- c. An annual allowance will be provided to the Chairman for the purpose of enabling the chairman to meet reasonable expenses incurred during their year of office.

7.2 Leader and Deputy Leader of the County Council and Cabinet Members:

- a. Both the Leader and Deputy Leader will be provided with PA support and reasonable ancillary services such as stationery, printing, and photocopying.
- b. All Cabinet members will also be provided with PA support and reasonable ancillary services such as stationery, printing, and photocopying.
- c. The Leader, Deputy Leader and Cabinet members may authorise for their PA support to be used by Lead Members, Champions or Group officers.

7.3 Opposition Group Leaders:

- a. The Leader of the main opposition group on the county council will be provided with PA support and ancillary services such as stationery, printing, and photocopying.
- b. The Leader of the main opposition may authorise for their PA support to be used by other spokespersons or group officers.

8. County Council Stationery

Reasonable use is available to all councillors, subject to the following:

- a. Letter headed paper (or other stationery featuring the County Council's logo) must not be used for party political, personal or business use.
- b. Stationery must not be adapted to include political logos.
- c. County Council stationery and postage must not be used for:
 - i. Mass mailings (of more than 25 letters) without prior approval of the Monitoring Officer or Deputy Monitoring Officer.
 - ii. Campaigning leaflets and associated correspondence.
 - iii. Promoting yourself or others as candidates to the electorate particularly during an election period.
 - iv. Personal or business use.

9. Information and Communications Technology (ICT) Equipment

- a. Councillors will be provided with appropriate ICT facilities and support, as set out in Appendix C "IT provision to Lancashire County Councillors".
- b. Use of ICT facilities by councillors must be in accordance with Appendix A - Internet, Email and Telephone Acceptable Use Policy.
- c. Any other ICT equipment must be approved by the Head of Service responsible for councillor support and development.
- d. Councillors using social media must act in accordance with Appendix B - Rules for the Use of Social Media by County Councillors.
- e. County Council equipment will be replaced if it is damaged, lost or stolen provided that the rules set out in this Protocol and its Appendices have been followed.
- f. Democratic Services will arrange appropriate IT training for councillors. Councillors should email Member.Development@lancashire.gov.uk.

10. Support for Councillors with Disabilities

Lancashire County Council is fully committed to supporting councillors who have a disability. The council will provide any special requirements necessary to support the work carried out by the Councillor whilst based at county council premises. The council will make any reasonable adjustments to accommodate the needs of councillors with a disability to ensure that they are not placed at a disadvantage. Appendix D outlines the Council's Disability Statement for County Councillors.

11. Parental Support for County Council

Lancashire County Council aims to ensure as far as possible that Councillors are supported should they wish to temporarily reduce or suspend their workload due to pregnancy or becoming a new parent. Appendix E outlines the Council's Parental Support Policy for County Councillors.

12. Interpretation

- a. Any advice needed in relation to this protocol should be sought from Josh Mynott on 01772 534580 or by email to Josh.Mynott@lancashire.gov.uk.
- b. In the event of uncertainty as to the correct interpretation of this protocol the decision of the Monitoring Officer shall be final.

Appendix A Internet and Email Acceptable Use Policy

The following policy relates to all Lancashire County Council Members and Co-opted members who capture, create, store, use, share and dispose of information on behalf of Lancashire County Council.

These persons shall be referred to as "Councillors" throughout the rest of this policy.

Lancashire County Council shall be referred to as 'the council' or 'we' throughout the rest of this policy.

Policy Statements

The council will provide internet, email, telephone and collaboration facilities to Councillors where they are required to carry out council duties.

Councillors should only use LCC provided systems or equipment for council business. Councillors should always use their county council provided email address for county council business, except in emergency situations.

Councillors must not use them in ways that the council considers unacceptable.

The council may monitor all use of internet, email, telephone and Microsoft Teams facilities and examine records without informing individual Councillors.

The council regards all messages and transmissions using these facilities as the council's property and responsibility. Councillors **cannot** assume that private transmissions will be private. When monitoring communications, such as emails, that are clearly marked personal, the council will avoid, wherever possible, opening those emails.

However, councillors must be aware that **all** messages and transmissions using council facilities **can** be monitored in full by the council to enforce the council's policies and code of conduct.

The council will not consider comments contained in emails or posted to any other system visible on the internet as formal statements issued by, or the official position of, the council and Councillors should not phrase them as such. A disclaimer appears on all outgoing emails.

Councillors who use social media platforms should also refer to the social media protocol at Appendix B.

The council permits some non-council business use of the internet, email, Teams, and telephone, however all use for personal purposes remains subject to acceptable use rules relating to purposes and content as below.

You should not use your council email address for non-council business purposes.

Users must use the council's secure email encryption facility when sending external emails containing personal or sensitive information, unless a secure private link is in place

Councillors are discouraged from printing documentation unless absolutely necessary.

Any documentation in hardcopy format must be handled strictly in accordance with this policy. Any 'home' printing must adhere to this policy, the Information Handling policy and additional guidance provided by Digital Services.

The council does not permit the use of corporate mobile phones whilst driving unless using an appropriate hands-free kit.

Only council supplied SIM cards should be used in council supplied devices.

The council defines unacceptable uses, purposes, frequent and/or time-consuming non-council business use, and content in the following paragraphs.

Whilst the following examples of acceptable and unacceptable uses, purposes, frequency, and content, are comprehensive, they are not exhaustive or limited to those described.

Acceptable Use:

For councillors, "Council Business" means business relating to the work of the Council or Councillors, and includes:

- Dealing with correspondence from members of the public on constituency business.
- Correspondence with officers of the council on matters relating to the business and operation of the council.
- Political Group business.
- Subscribing to newsletters relating to the work of Councillors or Councils.
- Frequenting chatrooms, discussion forums etc relating to the work of Councillors or Councils.
- Use which facilitates the operation of the business of the county council.

See Appendix 'B' on the use of social media.

Unacceptable uses:

- Any use that is illegal, against council policy or contrary to the council's best interest, particularly:
 - If it is a non-council business use and for an **unacceptable purpose.**
 - If it is a **frequent and/or time-consuming non-council business use** of the internet, email, telephone, Teams or Skype.
 - If it contains **unacceptable types of content.**

Unacceptable purposes:

Examples of non-council business use of the internet, email, telephone and Teams facilities, which are unacceptable at any time, include:

- Any use associated with running a private business, whether for profit or not.
- Any type of private, business, or financial transaction including gambling and barter.
- Shopping and other personal financial transactions, including examples such as banking, operating a wedding present account with a store, placing orders for goods or services on auction sites.
- Computer crimes such as hacking.
- Harassment of any kind.
- Downloading or streaming and/or storing music and/or films.
- Any use of internet facilities, which would allow the concealing of unacceptable non-council business use of council systems.
- Accessing sites that are blocked for reasons of legality or taste without approval.

Using your council email address for non-council business purposes, such as:

- Subscribing to email newsletters or services that do not relate to council business.
- As a contact address on websites for example selling goods and services.
- Personal use of social media web sites such as Twitter and Facebook and dating sites.
- Uploading personal photographs and information to web sites such as Flickr and Wikipedia.
- Online auction activity for example, eBay transactions.
- Producing publications for sale.
- Creating personal or business web sites and blogs.
- Frequenting non-council business related chat rooms, discussion forums and personal messenger services.
- Non-council business related peer to peer exchanges.

Excessive Non-Council Business Use:

Excessive use of the internet, email, telephone, Teams and Skype facilities for non-council business, such as:

- Excessive visits to sports results, commentaries, and news sites.
- Personal non-council business distribution lists greater than five addresses.
- Bulk personal internal or external emails.
- Participating in chain letters or petitions.
- Sending non-council business emails with large attachments.
- Chatting or distributing jokes by email or text.

Unacceptable Content:

Some types of content that are unacceptable may be accessed or copied from websites or be contained in emails and messages as text, graphics, or sound. Such as:

- Content that brings the council into any kind of disrepute.
- Content that infringes copyright.
- Content that others may reasonably construe as discriminatory, offensive, defamatory, or obscene.
- Content that is derogatory about an individual's race, age, disability, religion, national or ethnic origin, physical attributes, or sexual life.
- Content that contains abusive, profane, or offensive language.
- Content that contradicts the council's values of respect for all and promoting shared values and safer communities for example, content that promotes hate incidents or hate crime.
- Content that engages in extremist activity or espouses extremist views.

[The Counter-Terrorism and Border Security Act \(2019\)](#) creates additional powers and provisions in relation to terrorism and creates new offences in relation to terrorism, which include the offence of the reckless expression of support for a [proscribed organisation](#) , the offence of the publication of images or seizure of articles and the offence of obtaining or viewing terrorist material over the internet.

Appendix B - Use of Social Media

Section 1: Protocol

1. Social media refers to any kind of internet-based tool that you can use for sharing information and ideas, networking or finding people with similar interests; including (but not limited to): blogs, micro-blogging, photo sharing, video sharing, social networks, mobile phone applications, texting, digital TV services, wikis, gaming and collaboration tools.
2. Examples of Social Media tools are Facebook, Twitter, Instagram, Snapchat, Flickr, LinkedIn, YouTube, TikTok as well as blogs, forums and wikis.
3. Social media can be a great way for councillors to connect and communicate with residents, and can be used to:
 - Support Councillors' community leadership role.
 - Create or take part in conversations.
 - Keep in touch with local views.
 - Campaign on local issues.
4. The use of social media has the following legal implications:
 - Libel – publishing an untrue statement about an individual which would damage their reputation.
 - Copyright or Confidential material – publishing images or text from a copyrighted source or confidential material without permission.
 - Data protection – publishing personal data of individuals without their written permission.

In each case legal action could result in civil proceedings being issued against a councillor which may in turn result in an award of damages and the payment of legal costs by the individual councillor.

5. Lancashire County Council does not provide social media accounts for councillors. Training on the use of social media is available from Member Development. Contact Catherine Earnshaw on 01772 533306 or councillors should refer to the LGA's [Information: Councillors and Social Media](#).
6. Councillors can use social media tools and may refer to their position as a county councillor, but must make clear that the activity, comments and views are those of the councillor and are not conducted in any official county council capacity. It is best practice to include a disclaimer, such as "Views expressed are my own and do not reflect the views of Lancashire County Council".
7. When using social media, councillors should have due regard for the Councillor's Code of Conduct, paying particular attention to the following general obligations:
 - Treating others with respect.
 - Not disclosing confidential information.

- Not bringing the council or your office into disrepute.
- Not improperly securing an advantage.
- Complying with council's rules about use of resources.

Complaints made under the Code may result in a councillor being referred to the Conduct Committee and, in some circumstances, may also form the basis for legal action to be taken against a councillor.

8. Councillors should take care not to use social media tools that would have the effect of involving the County Council's official social media sites in a political discussion or debate
9. Councillors may use county council systems to access social media when that activity contributes to the discharge of the functions of the council or to the office to which the councillor has been appointed by the council. Examples of acceptable use from county council systems include:
 - Accessing sites to monitor or determine public opinion.
 - Posting of non-political message, such as details of an activity undertaken as a county councillor.
 - Support for county council messages and campaigns on other social media channels.
10. Councillors must not install any software required by social media channels on LCC equipment.

Section 2: Advice and guidance

Councillors should be aware that, as public figures, their social media accounts may be closely monitored by members of the public.

Councillors should exercise extra care in any posts, noting that:

- Some social media sites place restrictions on the length of a post or entry, and this tends to favour simplistic statements at the expense of balanced and nuanced arguments.
- Social media is the home of "trolls" who try to provoke reactions in others. Councillors should be aware of this and not respond to provocation. In general, you can never "win" an argument on social media, so it is not usually worth trying.
- 'Posts' can cause others to take offence e.g. jokes can be misunderstood, 'banter' can be perceived as bullying, irony can be misread. Offence can easily be taken, even where none is intended.
- Once posted in a public arena, your views are no longer your own, and you should be aware of the possibility of being selectively quoted, or your comments being taken out of context.
- The use of #hashtags, retweets prevent any control of what is published by others.
- Whilst part of the point of social media is to allow real time reactions and dialogue, great care should be taken in posting a hasty response to a statement or news event. Developing events may prove your initial response

to be inappropriate or incorrect, or you may in your haste have not used the most appropriate words to express your view.

- Consider writing out posts or entries in a word document, waiting, and then re-reading them before you post online.
- Use of social media may also compromise your personal and private data.

Councillors should be mindful of whether their social media profile gives the impression that they are acting in their "official capacity". Councillors should therefore:

- Set appropriate privacy settings.
- Not use their LCC email account when registering a social media account.
- Keep personal and political social media profiles separate. You may even want to consider having separate profiles for your personal life, your work as a councillor, and your political activities.
- Monitor 'posts' from others on your social media accounts, removing defamatory or obscene posts as soon as possible.
- Be mindful of publishing information that you would only have access to as a county councillor.
- Not publish anything, which might be seen to pre-determine any future decision, such as Development Control matters.
- Think about what and how you 'post' on social media, would you be comfortable to make this statement in person or in writing?

Appendix C - IT Provision to County Councillors

1. Equipment for individual Councillors

- All councillors will be offered an appropriate laptop and ancillary hardware, including a mouse, and headset with microphone.
- Councillors will also be provided with an appropriate smart phone to support councillors on 'the go', which gives telephone, email and intranet/internet access. Councillors may, as an alternative, choose to use their own mobile phone.
- Councillors will also be given the ability to download software to allow access to emails and calendar onto personal devices.
- Cabinet Members and Opposition Shadow Cabinet Members will be offered a printer to be used while at home. However, it will be the councillor's own responsibility to maintain paper and printer ink.

2. Shared Equipment and Facilities

Additional hardware, including keyboards and monitors will be made available to Cabinet Members, the Chairman and Vice Chairman of the Council, and in Political Group offices. Further PCs are available in the Members Retiring Room. These can be used with the laptop provided when working in the office. MFD printers are available to use throughout council buildings.

4. Systems

- Councillors will have access to the Microsoft Office software for emails, word processing, spreadsheets and presentations.
- Additionally, there are online systems for submitting expenses claims, registering interests and accessing committee papers.
- Councillors have access to a dedicated intranet portal, C-First, for accessing all the information and support a councillor will need.
- Councillors will have access to the Modern.gov App, which is the system which the county council uses to manage all its Committees and Meetings and is available to download as an app for any Android, IPAD or Windows device. Councillors will also be given access to the restricted version of the App, which allows access to view any Part II items.
- County Councillors will be offered access to the "Caseworker" casework management system.
- Councillors can request for their personal printer drivers to be installed to their LCC corporate device, to enable printing from their LCC corporate device to their personal printer at home. The councillor should email member.development@lancashire.gov.uk with details of their make and model of their printer for ICT to obtain the relevant software package.

5. Training

Councillors will receive initial ICT training at the Welcome Event for newly elected councillor and subsequent sessions for re-elected councillors. The

rest of your ICT training will be provided through the Member Development Programme based on your individual training needs.

6. Technical Advice and Support

- Councillor experiencing problems with ICT equipment should telephone the ICT helpdesk on 01772 532626 and select option 4 for Councillors or make a request via the ICT [Portal](#).
- This service is available from 9am to 5pm Monday to Friday.

Appendix D - Disability Statement for County Councillors

Lancashire County Council acknowledges the duty imposed by the Equality Act 2010 and is committed to supporting disabled individuals who are elected to the council to assist with any special requirements necessary to support the work carried out by the Councillor whilst based at county council premises. Lancashire County Council will make any reasonable adjustments to accommodate the needs of disabled councillors to ensure that they are not placed at a disadvantage. This includes but is not exclusive to:

- Sign language interpreters
- Extra travel and accommodation costs
- Meeting rooms fitted with audio loop systems
- Specialist office and IT software
- Accessibility to group offices and meeting rooms in Lancashire County Council premises
- Personalised Emergency Evacuation Plan where required from Lancashire County Council buildings

Where appropriate, Democratic Services will arrange specialist equipment where this is deemed necessary and ICT training tailored to suit your needs will be provided.

Councillors with a disability are encouraged to contact Democratic Services following their election to discuss their personal requirements.

Appendix E - Parental Support Policy for County Councillors

Introduction

Lancashire County Council aims to ensure as far as possible that Councillors are supported should they wish to temporarily reduce or suspend their workload due to pregnancy or becoming a new parent.

Lancashire County Council recognises that supporting councillors at this time contributes towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

Lancashire County Council also recognises the importance of ensuring that mechanisms are in place to enable members of the public to be represented during periods when a councillor has taken a supported break from council duties.

Lancashire County Council encourages all groups represented on the council to provide appropriate support to their members who wish to take a supported break from council duties, including arranging for replacements at meetings and making arrangements to handle casework on behalf of a Councillor.

1. Pregnancy

The Council will endeavour to make all reasonable adjustments to support a councillor to continue to perform their duties during pregnancy. This could include:

- Personal Emergency Evacuation Plan completed where required
- Appropriate facilities to support the councillor to attend meetings e.g. cushions and back supports for seats
- Change of seat position at Council meetings to allow easy of mobility and easy access in and out of the meeting
- Access to a suitable breakout room for comfort breaks

Councillors are encouraged to discuss their requirements, on a confidential basis, with officers to enable appropriate support to be provided.

2. Supported Breaks

2.1 The council supports all members wishing to take a supported parental break from council duties following the birth or adoption (through an approved adoption agency) of a child for a period of 12 months from the expected date of birth or adoption. This applies equally to both parents and to nominated carers of a child.

2.2 Any Councillor who takes a supported parental break retains their legal duty under the Local Government Act 1972 to attend a meeting of the council within a six-month period.

2.3 Obligations of the Councillor

Councillors who wish to take advantage of the measures set out in this policy must inform Democratic Services as soon as possible, on a confidential basis as appropriate, of their pregnancy and/or intention to take a supported break. As soon as possible, Councillors should also inform Democratic Services of the date of birth or adoption.

The Councillor should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of their supported break.

The Councillor should also supply Democratic Services with contact details, if different from those already held, to ensure that the Councillor can be kept informed of important issues.

2.4 Support from the council

The council will provide appropriate support, including but not limited to:

- Access to a suitable breakout room for comfort breaks.
- Availability of breastfeeding facilities.
- Change of seat position at Council meetings to allow easy of mobility and easy access in and out of the meeting.
- Removal from distribution lists for meetings and committees during the supported break.
- A single point of contact in the council to ensure contact is maintained.

2.5 Role of Groups

All groups are encouraged to provide appropriate support to expectant and new mothers, fathers and nominated carers, to ensure the full opportunity for the councillor in question to reduce or withdraw from duties. Groups should in particular make arrangements for support with casework and identifying replacements for meetings.

3. Basic Allowance

All Members shall continue to receive their Basic Allowance in full whilst on a supported break.

4. Resigning from Office and Elections

4.1 If a Member decides not to return at the end of their supported break they must notify the council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the councillor's supported break and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the date when they would technically leave office.