

## Ethics Checklist 4 - Resources

Use this checklist to rate features of an ethical approach in parliamentary research & library services. Put a cross in the last column if this feature exists (is already 'in place') in your service. Feel free to write in features that you think should be listed, and rate them. Please add any comments in the box at the end.

'Resources' checklist		Very important	Useful	Not useful	Impractical / high risk	<i>In place</i>
4.1	There are explicit priorities for how resources (staff time, money) are allocated to different kinds of service/product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Staff are aware of the policies for prioritising effort, and trained in applying them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Similar requests from similar types of client receive similar priority and time. (And this can be demonstrated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	All individual Members and parties are guaranteed a minimum response, subject to resource limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	If there are differences in priority for requests from individual Members and parliamentary bodies and/or office holders, that is managed to ensure uniform and equitable treatment <b>within each category</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	If proactive service (to address the needs of all/many Members) is an option, then it is clear & transparent: a) What priority it has compared with individual requests; b) How proactive topics are selected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 'Resources' issues

- J Choices must always be made - no one has infinite resources to respond to clients. If there is no explicit guidance on priorities then there is a risk of unethical consequences.
- J One typical example of a priority in research might be: to give higher priority to support of collective legislative work rather than to individual Member requests relating to their constituency business.
- J Research (including library research) is often worked on individually by the staff member. They may, in practice, exercise considerable discretion on how far to take the research. Some decisions on priorities and effort are effectively made at individual staff level. How to ensure that ethical standards are applied consistently?

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**'Resources' issues**

**Comments Ethics Checklist 4 'Resources'**