



**Policy Document**

**Members' ICT  
Facilities**

[01/04/2011]

## Document Control

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## Revision History

Revision Date	Reviser	Previous Version	Description of Revision
07/03/2011	Mark Hanwell	N/A	Second Draft.
29/03/2011	Mark Hanwell	1.0	V1.1 Third Draft.
30/03/2011	Mark Hanwell	1.1	V1.2 Amendments following new comments received.
1/4/2011	Mark Hanwell	1.2	Amendments following MDSG 31.3.11

## Document Approvals

This document requires the following approvals:

Sponsor Approval	Name	Date
Head of Business Transformation	Deborah Poole	
CMT		
Members		

## Document Distribution

This document will be distributed to:

Name	Job Title	Email Address
Steve Skinner	Democratic S's Manager	<a href="mailto:steve.skinner@redditchbc.gov.uk">steve.skinner@redditchbc.gov.uk</a>
Trish Buckley	Members' S's Officer	<a href="mailto:trish.buckley@redditchbc.gov.uk">trish.buckley@redditchbc.gov.uk</a>
Claire Felton	Head of LED S's	<a href="mailto:Claire.felton@redditchbc.gov.uk">Claire.felton@redditchbc.gov.uk</a>
Deb Poole		

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## 1 Policy Statement

Redditch Borough Council has 29 Council Members, plus 3 Independent Members of the Standards Committee, who require access to information to enable them to perform their duties as a councillor. Much of this information can be provided electronically via email, word processing and spreadsheet files.

The Council's general presumption is for electronic provision of information / transaction of business.

## 2 Purpose

The purpose of this policy is to ensure that Redditch Borough Councillors can access Information and Communication Technology (ICT) facilities and work within government frameworks such as the 'Code of Connection' (CoCo).

The Council holds large amounts of personal and restricted information. Information security is very important to help protect the interests and confidentiality of the Council and its customers. Information security cannot be achieved by technical means alone. Information security must also be enforced and applied by the people who use it and those who provide support for it.

## 3 Scope

This policy applies to any Councillor that requires access to Council information systems such as email or other documents, whether it is a temporary or permanent arrangement.

## 4 Definition

The Council understands that to reduce the risk of theft, fraud or inappropriate use of its information systems, anyone that is given access to Council information systems **must**:

- Be suitable for their roles.
- Fully understand their responsibilities for ensuring the security of the information.
- Only have access to the information they need.
- Request that this access be removed as soon as it is no longer required.
- Complete Data Protection training to ensure Members are clear on how information can be used when they are working on behalf of the council and when they are working on behalf of constituents, and how it should be stored.
- Ensure that no personal information that could be in breach of the data protection act, is stored on their laptop or other unencrypted device.

This policy must therefore be applied prior, during and after any user's access to information or information systems used to deliver Council business.

Access to Council information systems will not be permitted until the requirements of this policy have been met.

## **5 Provision for ICT equipment.**

The Council recognises that individual Councillors have different requirements for how they need to access electronic information. This has led to several options being made available to accommodate the requirements, whilst remaining within the budget and resource limitations of the Authority. Should the limits of the budget be reached, the Leader of the Council will identify priorities for scheduling of ICT equipment.

Whichever choice is, or is not, selected, the council will no longer automatically forward Council emails to personal email accounts such as hotmail, Google mail etc from June 1<sup>st</sup> 2011. This is to ensure the authority complies with the Government's code of connection.

### **Choice 1**

The Authority will provide a laptop or PC that is technically secure, to enable the Councillor to access the internet, Corporate Email, Modern.Gov, Microsoft Office and necessary documents.

Broadband services are to be provided by the Councillor and expenses for these claimed through the normal expenditure claim process at £100 per year (maximum 1 per household).

Support for this laptop/PC will be provided by the authority's ICT department ([help.desk@redditchbc.gov.uk](mailto:help.desk@redditchbc.gov.uk)) or telephoning 01527 881266 during normal office hours.

All internet usage and emails sent and received via the Corporate email facility, will be subject to automated scanning, monitoring and filtering to ensure other implemented policies are met (please see section 9).

It is the Councillor's responsibility to ensure their password for accessing any Corporate Information service is not shared with any other person and that connection to such services is ended by logging off the system, as soon as work is completed or the connection is left unattended. This is to prevent unauthorised access to information.

If it suspected that someone else may know their password, or any security problem has occurred, Councillors must report this to the helpdesk immediately so it can be rectified.

The Councillor shall make reasonable arrangements for the safe-keeping of the computer.

Ensure that any computer which is in need of repair is brought to the Council's ICT Section for the appropriate work to be done.

The Council provides the computer together with ancillary equipment and materials required, for the Councillor's functions as a Councillor. Use of this equipment for any other reason, including personal use or use by anyone other than a Councillor is not permitted.

All ICT equipment provided by the authority remains the property of the Council and must be returned at the end of the election term.

## **Choice 2**

The authority will provide a device that enables an existing PC or laptop owned by the Councillor to access the internet, Corporate Email, Modern.Gov, Microsoft Office and necessary documents.

This choice will depend on the technical ability of the PC or Laptop to load from a council provided device and may require the council ICT team to make changes to the PC/Laptop.

Broadband services are to be provided by the Councillor and expenses for these claimed through the normal expenditure claim process at £100 per year (maximum 1 per household).

Support for the PC/laptop will be limited to resolving any issues with accessing Corporate information systems and will be provided by the authority's ICT department ([help.desk@redditchbc.gov.uk](mailto:help.desk@redditchbc.gov.uk)) or telephoning 01527 881266 during normal office hours.

Whilst connected to the Council's systems, all internet usage and emails sent and received via the Corporate email facility, will be subject to automated scanning, monitoring and filtering to ensure other implemented policies are met (please see section 9).

It is the Councillor's responsibility to ensure their password for accessing any Corporate Information service is not shared with any other person and that connection to such services is ended by logging off the system, as soon as work is completed or the connection is left unattended. This is to prevent unauthorised access to information.

If it suspected that someone else may know their password, or any security problem has occurred, Councillors must report this to the helpdesk immediately so it can be rectified.

All ICT equipment provided by the Authority, remains the property of the Council and must be returned at the end of the election term.

## **Choice 3**

The Councillor provides their own ICT equipment accepting full responsibility for the support and security of the device.

Any equipment chosen will need to be able to connect to the internet and be compatible with Citrix to enable access to the councils email facility.

Expenses for the ICT equipment are to be claimed at up to £300 per year, paid either up front as a lump sum annually to assist with equipment purchase, or else monthly pro-rata, at Members' choice.

Broadband services are to be provided by the Councillor and expenses for these claimed through the normal expenditure claim process at £100 per year (maximum 1 per household).

Whilst connected to the Council's systems, all internet usage and emails sent and received via the corporate email facility will be subject to automated scanning, monitoring and filtering to ensure other implemented policies are met (please see section 9).

It is the Councillor's responsibility to ensure their password for accessing any Corporate Information service is not shared with any other person and that connection to such services is ended by logging off the system, as soon as work is completed or the connection is left unattended. This is to prevent unauthorised access to information.

If it suspected that someone else may know their password, or any security problem has occurred, Councillors must report this to the helpdesk immediately so it can be rectified.

All ICT equipment claimed for remains the property of Redditch BC and must be returned at the end of the election term, if considered suitable for retention / re-allocation.

Part costs will be recovered from Members who do not complete full years. (Members will be asked to sign an undertaking to this effect before expenses can be paid.)

### **Blackberry Devices**

In addition to the choices highlighted above, Group Leaders and the Exec will have Blackberry mobile devices provided by the council.

Should councillors wish to use their own privately owned blackberry device to access council emails, this can be achieved, although all emails appear in one inbox on the device. For this reason it is particularly important that members are aware of their responsibilities with regards to Data Protection and the policies outlines in section 9.

## **6 Policy Compliance**

If any Member is found to have breached this policy, IT provision will be withdrawn. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, please seek advice from Members' Services or ICT.

## **7 Policy Governance**

The following table identifies who within the council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.

- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	ICT Transformation Manager
<b>Accountable</b>	Head of Business Transformation
<b>Consulted</b>	Corporate Management Team, Members' Services
<b>Informed</b>	All Councillors.

## 8 Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by the ICT Manager.

## 9 References

The following Redditch Borough Council policy documents are directly relevant to this policy.

- Email Policy.
- Internet Acceptable Usage Policy.
- IT Access Policy.
- Information Protection Policy.
- Information Security Incident Management Policy.
- Members' Code of Conduct and related Codes and Protocols.



**Receipt and acceptance statement**

I, Councillor \_\_\_\_\_ have chosen to select option \_\_\_\_ from the options contained within this policy and agree to comply with the policy items as stated within this document.

Signed \_\_\_\_\_ Date \_\_\_\_\_

