

## **EXECUTIVE COMMITTEE**

**13th September 2011**

### **ICT POLICY DOCUMENTS**

Relevant Portfolio Holder	Cllr Mike Braley
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole
Wards Affected	None
Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

The documents attached at Appendix 1 are supplied by Central Government to all Councils. The use of these documents helps ensure Councils are compliant with the Code Of Connection that enables the transfer of secure information, such as Benefits claims, to Central Government. There is no other means of sending this information and therefore complying with the code of connection is the only way the Council can operate a Benefits service. The same documents are already used by Bromsgrove District Council.

#### **2. RECOMMENDATIONS**

**The Committee is asked to RECOMMEND to the Council that the documents, attached at Appendix 1 of the report, be approved for use and apply to all members of staff and Councillors.**

#### **3. KEY ISSUES**

##### **Financial Implications**

- 3.1 There are no financial implications for the use of these documents.

##### **Legal Implications**

- 3.2 There are no legal implications for the use of the documents however, should people breach the policies, standard HR processes could be followed including dismissal and notification to the necessary authorities of any deliberate security infringement.
- 3.3 The Head of Legal, Equalities and Democratic Services has been consulted with regard to the legal implications.

##### **Service/Operational Implications**

- 3.4 The documents attached at Appendix 1 have been available for use for several years and are required to help ensure the Authority is compliant with central governments code of connection to their IT facilities. This allows the use of a secure IT connection to central

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government for the sending and receiving of confidential information such as Benefits details. The authority has passed previous Government audits by ensuring the documents would be presented to Council at a future date.

- 3.5 The policies are new to RBC and will apply to all members of staff and Councillors. They will have HR and potential legal implications if the policies are infringed as they are designed to protect information and systems owned by the Authority through correct policy and procedure.

### **Customer / Equalities and Diversity Implications**

- 3.6 There are no Customer / Equalities and Diversity implications.

## **4. RISK MANAGEMENT**

If the proposed policies are not accepted, the Authority will need to write its own documents covering the same subject matter, as those provided by central government, and have them successfully passed by external audit to ensure they satisfy the code of connection. This will increase cost and risk as failing the audit may mean we cannot provide a Benefits service.

## **5. APPENDICES**

Appendix 1 - List of policies

- Communications and Operation Management Policy
- Computer Telephone and Desk Use Policy
- Email Policy
- GCSx AUP and Personal Commitment Statement
- Human Resources Information Security Policy
- Information Protection Policy
- Information Security Incident Management Policy
- Information Security Policy Overview
- Internet Acceptable Usage Policy
- IT Access Policy
- IT Infrastructure Security Policy
- Legal Responsibilities Policy
- Remote Working Policy
- Removable Media Policy
- Software Policy

## **6. BACKGROUND PAPERS**

None.

**7. KEY**

IT – Information Technology.

HR – Human Resources.

AUP – Acceptable Usage Policy

GSCx – Government Secure Code Connection

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