



REPORT TO:	Policy Development Panel
DATE:	23 March 2022
SUBJECT:	Officer and Member ICT Policies
PURPOSE:	To seek Policy Development Panel's views on the proposed ICT Policies for Officers and Members
PORTFOLIO HOLDER:	Councillor Jim Astill, Portfolio Holder – Corporate and Communications
REPORT OF:	James Gilbert, Assistant Director - Corporate
REPORT AUTHOR:	James Gilbert, Assistant Director - Corporate
WARD(S) AFFECTED:	N/a
EXEMPT	No

SUMMARY

ICT policies require regular review to ensure they reflect best practice and take into account technological advances, user requirements and security threats.

The ICT policies at SHDC were last refreshed in 2016 so the proposed policies represent a complete review and update. The opportunity has been taken to seek alignment in officer policies across the South & East Lincolnshire Councils Partnership; with some variation for Councillor policy based on local requirements by this Council.

The Policies have been developed by Public Sector Partnership Services, as the Council's ICT provider. Councillor ICT Working Group is meeting to consider the policies and their feedback will be provided at the Policy Development Panel meeting.

The policies will require approval at Cabinet following consideration by the Policy Development Panel.

RECOMMENDATIONS

- That the Panel considers the Policies and provides feedback and comments for Cabinet to consider.

REASONS FOR RECOMMENDATIONS

- To ensure the Panel has the opportunity to input into the final policy set prior to consideration by Cabinet.

OTHER OPTIONS CONSIDERED

- None. The existing ICT Policy set requires review.

1. REPORT

- 1.1.** SHDC's ICT Policies are due for refresh. The policies were last refreshed in 2016 and since that time the ICT landscape has changed, meaning the policies need to be updated to reflect the latest technological advances, user requirements and security threats.
- 1.2.** When the South & East Lincolnshire Councils Partnership formed it identified an opportunity to align several areas of Policy across the Partnership. An early opportunity has been identified to align ICT Policy for Officers at each of the three Partnership Councils in recognition that each of the Councils already share several officers.
- 1.3.** Whilst the aspects of the policies that are relevant to Officers would be aligned across the three Partnership Councils, the specific Member aspects of the policies will be reviewed by the SHDC Councillor ICT Working Group with a view to ensuring they meet the needs and requirements of Councillors. Feedback from the Working Group will be provided at the Policy Development Panel meeting.
- 1.4.** Aligning Officer ICT Policy across the Partnership also supports the Councils in the delivery of services, particularly as in the future the Councils may look to source single ICT platforms across services.
- 1.5.** In reviewing the ICT policies, PSPS has sought to ensure that Officers and Councillors have maximum flexibility but within a framework that protects the Council's ICT infrastructure and systems and the data it holds.
- 1.6.** At present there are 14 ICT Policies in South Holland District Council's ICT policy set. Through the work to review the policies it is proposed that a number of these policies are amalgamated where there is commonality, and it makes sense to do so.
- 1.7.** The policies appended to this report are:

Appendix	Policy Name	Policy Purpose
Appendix A	Employee & Member Access Policy	To provide guidance on the safe and approved ICT use across the Authority for Officers and Members.
Appendix B	Removable Media Policy	To provide guidance on the use of removable media.

Appendix C	Remote Working Policy	To provide guidance on the safe and approved remote working technologies across the Authority for Officers.
Appendix D	Third Party Access Policy	To provide Officers with guidance to ensure the safe and compliant connectivity of third party suppliers to the corporate network.
Appendix E	Systems Acquisition, Development & Deployment Policy	To provide Officers with guidance to ensure the effective procurement, development and deployment of software into the corporate network.

EXPECTED BENEFITS TO THE PARTNERSHIP

Consistency in ICT Policy across the Partnership workforces is important particularly as officer teams work more closely together. In the future the Councils may also source single ICT systems to support the delivery of services and common ICT policies facilitate this.

IMPLICATIONS

SOUTH AND EAST LINCOLNSHIRE COUNCIL'S PARTNERSHIP

As identified in 'Expected benefits to the Partnership'.

CORPORATE PRIORITIES

N/a

STAFFING

The Policies will have a direct impact on the management of the workforce and ICT system. The Policies developed are in line with IT best practice and security requirements, whilst also seeking to ensure flexibility for users.

CONSTITUTIONAL AND LEGAL IMPLICATIONS

These policies fall outside of the Policy Framework of the Council and approval is an executive function. The policies will therefore be presented to Cabinet for approval.

DATA PROTECTION

ICT Policies form part of our key controls in ensuring safe storage and use of data, which includes personal data protected by data protection legislation. Taken together with other measures (such as site security, staff training, and so on) they form part of our technical and organisational measures required for compliance with UK GDPR.

FINANCIAL

The financial implications of any system upgrades that may be required will be considered and budgeted for at that time.

RISK MANAGEMENT

Adoption of suitable policies on the use of ICT is a key means of managing the risk of issues such as data loss, inappropriate access to data, and maintenance of key services that are heavily

dependent upon technology. A risk register is in place in relation to ICT and this is monitored via the ICT Strategy Board.

STAKEHOLDER / CONSULTATION / TIMESCALES

Consultation will take place with the Councillor ICT Working Group.

REPUTATION

Having robust ICT policies, with a strong focus on protecting the integrity and security of data is important to the reputation of the Council, which is entrusted with sensitive client information to enable the delivery of its services.

CONTRACTS

None

CRIME AND DISORDER

None

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

None

HEALTH AND WELL BEING

None

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None

ACRONYMS

PSPS – Public Sector Partnership Services

APPENDICES	
Appendices are listed below and attached to the back of the report: -	
Appendix A	Employee & Member Access Policy
Appendix B	Removable Media Policy
Appendix C	Remote Working Policy
Appendix D	Third Party Access Policy
Appendix E	Systems Acquisition, Development & Deployment Policy

BACKGROUND PAPERS

Background papers used in the production of this report are listed below: -

Document title	Where the document can be viewed
N/a	

CHRONOLOGICAL HISTORY OF THIS REPORT

Name of body	Date
N/a	

REPORT APPROVAL

Report author:	James Gilbert, Assistant Director - Corporate
Signed off by:	Christine Marshall, Deputy Chief Executive – Corporate Development
Approved for publication:	Councillor Jim Astill, Portfolio Holder – Corporate and Communications