



<b>REPORT TO:</b>	Cabinet
<b>DATE:</b>	26 <sup>th</sup> April 2022
<b>SUBJECT:</b>	Officer and Member ICT Policies
<b>PURPOSE:</b>	To seek approval on the proposed ICT Policies for Officers and Members
<b>PORTFOLIO HOLDER:</b>	Councillor Jim Astill, Portfolio Holder – Corporate and Communications
<b>REPORT OF:</b>	James Gilbert, Assistant Director - Corporate
<b>REPORT AUTHOR:</b>	James Gilbert, Assistant Director - Corporate
<b>WARD(S) AFFECTED:</b>	N/a
<b>EXEMPT</b>	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 policies across the South & East Lincolnshire Councils Partnership.

The Policies have been developed by Public Sector Partnership Services, as the Council's ICT provider. The Policies have been to the Councillor ICT Working Group and Policy Development Panel and no concerns have been raised.

The Policies require approval at Cabinet before implementation.

#### **RECOMMENDATIONS**

- That Cabinet approves the ICT Policies appended to this report.

#### **REASONS FOR RECOMMENDATIONS**

- To ensure the Council's ICT Policies are up to date and reflect best practice.

## 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 have been reviewed by the SHDC Councillor ICT Working Group and Policy Development Panel with a view to ensuring they meet the needs and requirements of Councillors.
- 1.4. Aligning 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 for approval 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.

## **2. FEEDBACK**

2.1. The Policies have been to both Policy Development Panel and Councillor ICT Working Group and no concerns have been raised.

### **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 of the same is an executive function. The policies are therefore 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 has taken place with the Councillor ICT Working Group and Policy Development Panel.

## 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

ICT - Information and Communications Technology

### 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**

<b>Name of body</b>	<b>Date</b>
Policy Development Panel	23 March 2022

**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