

Individual Executive Member Decision

Title of Report:	WBC ICT Policy Update
Report to be considered by:	Portfolio Holder for Highways, Transport (Operational), ICT and Customer Services
Date on which Decision is to be taken:	29 June 2011
Forward Plan Ref:	ID2310

Purpose of Report: To outline changes required to WBC's ICT Policy and Members ICT Protocol.

Recommended Action: That the updated version of the WBC ICT Policy and the Members ICT Protocol be approved.

Reason for decision to be taken: ICT Policy requires periodic review to reflect changes in working practices, technology etc.
Members ICT Protocol requires update following each election cycle.

Statutory: **Non-Statutory:**
Other:

Other options considered: None

Key background documentation: West Berkshire Council ICT Policy and User Usage Agreement (V2.0 April 2011)

Portfolio Member Details	
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Implications

Policy: This is an existing, previously approved, policy which is undergoing minor amendments to reflect changes to working process and technologies used in WBC.

Financial: There are no financial implication to the proposed changes to the policy or the protocol.

Personnel: The revised policy and protocol will need to be referenced from the relevant Intranet pages.

Legal/Procurement: Relevant references to legal and statutory procedures have been updated in the ICT Policy. The Equalities Act 2010 has been added to the list of references.

Environmental: There are no equality implications associated with the proposed changes to this policy, or protocol.

Property: There are no property implications associated with the proposed changes to this policy or protocol.

Risk Management: Changes to Information Security have reduced some ICT related risks to the Council e.g. Laptop encryption. These have been referenced in the policy update.

Community Safety: There are no Community Safety implications associated with the proposed changes to this policy, or protocol.

Equalities: There are no equality implications associated with the proposed changes to this policy, or protocol.

Consultation Responses

Members:

Leader of Council: Councillor Graham Jones

OSMC Chairman: Councillor Brian Bedwell

Ward Members: N/a

Opposition Spokesperson: Councillor Julian Swift-Hook

Local Stakeholders: ICT Strategy Board, WBC ICT Users

Officers Consulted: ICT Strategy Board

Trade Union: Not consulted

Is this item subject to call-in.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by O&SMC or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

Supporting Information

1. Background

1.1 The WBC ICT Policy was significantly re-written in 2009 and split into two parts

(1) the pure policy statements.

(2) guidance to users in the form of a usage agreement.

This policy was approved and published on the WBC Intranet

1.2 There have been some changes to certain work processes and technology use within WBC which have necessitated that the 2009 policy be updated. These changes have been discussed and endorsed by the Council's ICT Strategy Board in January 2011 and the specific changes proposed are listed in Appendix A.

1.3 The WBC Members ICT Protocol was updated for the new/returning Members following the May 2011 WBC Council elections.

Appendices

Appendix A – List of changes made to West Berkshire Council ICT Policy and User Usage Agreement (V1.0 2009)

Appendix B – West Berkshire Council ICT Policy and User Usage Agreement (V2.0 April 2011)

Appendix C – Members ICT Protocol 2011

Appendix A - West Berkshire Council ICT Policy and User Usage Agreement (V2.0 April 2011)

Page Number	Paragraph Number	Reason for Change	Details of Change
7	10.1 Bullet 1 Sub-bullet 4	Repeated information in sub bullet 3	Bullet point deleted
7	10.1 Bullet 4	Changed to reflect fact that all WBC laptops are now encrypted	<p>Original Wording</p> <ul style="list-style-type: none"> • never copy sensitive information on unencrypted 'local' storage such as a laptop hard drive, CD, or Memory Stick due to the risk of the data being lost or stolen. <p>Revised Wording</p> <ul style="list-style-type: none"> • never copy sensitive information on unencrypted 'local' storage such as unencrypted memory sticks, or CDs due to the risk of the data being lost or stolen.
8	11.2 Bullet 2	Changed to reflect the fact that Social Media is now used for some WBC corporate information so a ban on its use by WBC staff is no longer appropriate.	<p>Original Wording</p> <ul style="list-style-type: none"> • DO NOT use the Internet to access social networking websites (e.g. Facebook) during core working hours. There is no legitimate reason for accessing such websites whilst at work and doing so means that you are wasting time for which you are being paid by the Council. <p>Revised Wording</p> <ul style="list-style-type: none"> • DO NOT use the Internet to access or update your own personal social networking websites (e.g. Facebook) or to access any other recreational sites during core working hours, as doing so means that you are wasting time for which you are being paid by the Council. Access to corporately provided Facebook pages e.g. Youth Services are exempt from this restriction.

Page Number	Paragraph Number	Reason for Change	Details of Change
10	12.2	Changed to include information about WBC's secure email facilities.	<p>Original Wording WBC's standard corporate email system should not be considered secure, particularly if the message is being sent to an external recipient. It is therefore an inappropriate medium for the transmission of very sensitive or confidential information. If in doubt, use alternative methods of communication, or seek advice through the ICT Help Desk or the WBC Information Security Officer.</p> <p>Revised Wording WBC's standard corporate email system now provides the facility to send secure encrypted email by preceding the Subject title with [Secure]. This functionality should always be used when sending sensitive or confidential information by email, particularly where it is been sent to an external email address.</p>
12	13.4.5	Changed to align to guidance issued by WBC Health & Safety team.	<p>Original Wording WBC Mobile phone users shall comply with the law as described in the Road Safety Act and not use their mobile phone whilst driving (except approved hands-free equipment. Staff are responsible for ensuring their own safety when using mobile phone telephony whilst driving. WBC shall not insist on staff being contactable whilst driving even where they have been provided with hands-free mobile telephony equipment.</p> <p>Revised Wording WBC staff shall not use their mobile phone whilst driving.</p>
13	14.3 Bullet 4	Changed to reflect fact that staff should now on use WBC laptops which are encrypted.	<p>New Sub-bullet Point Added</p> <ul style="list-style-type: none"> • In the case of Laptop or Tablet PCs <ul style="list-style-type: none"> — Only use WBC supplied equipment with an encrypted hard drive
16	Appendix A	Updated to reflect changes to various list legal acts.	<p>Equality Act 2010 added Date changed on Disability Discrimination Act, Obscene Publications Act, Protection of Children Act and Race Relations Act</p>