INFORMATION COMMUNICATIONS TECHNOLOGY USER POLICY

1   SUMMARY

1.1   This report contains at Appendix 1 the revised Information Communications Technology (ICT) User Policy for approval.

2   INTRODUCTION

2.1   The Council's previous ICT User Policy was adopted in March 2004.

2.2   An internal audit of IT Security and Access was carried out in the autumn of 2006, which recommended that the Policy should be reviewed now and then every two years.

2.3   During 2006, the Council also had a meeting with a representative from the Federation Against Software Theft (FAST). This is an IT industry funded body whose remit is to ensure that all organisations use appropriately licenced software. We were able to satisfy the organisation that appropriate procedures were in place, but they also suggested we needed to ensure our Policy was regularly reviewed and updated.

3   DISCUSSION AND PROPOSALS

3.1   The ICT User Policy has therefore been revised and updated and is attached at Appendix 1. It has been the subject of discussion and agreement at the Senior Management Team Staffing and Resources Group, the IT User Forum, and with the Human Resources Manager and the staff side representative.

3.2   A new element to the revised Policy is that it is extended to any user of the Council's systems, not just staff. So, for example, it is proposed that the requirements will apply to any external auditors or inspectors who use the system, and to Members as well.

3.3   Every person logging on to the Council's system will be required to sign a statement saying they will abide by the Policy. With staff it is proposed that this is carried out at the forthcoming 'Performance Development Review' meetings that will be held from April 2007. Other users will be asked to sign the Policy when authorisation to access the system is sought.

4   RISK IMPLICATIONS

4.1   There is a risk to the Council's ability to provide operational services and to the quality of information used if systems and equipment are not properly controlled. There is also a reputational risk if the ICT systems are abused.

5   **RECOMMENDATION**

5.1   It is proposed that the Committee **RESOLVES**

     (1)   To adopt the ICT User Policy attached at Appendix 1.

     (2)   That the ICT User Policy is reviewed every 2 years.

Sarah Fowler

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Background Papers:-

None

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