

Report to:	Council	Date of Meeting:	Thursday 21 January 2021
Subject:	ICT Security Policy 2020		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

The purpose of this report is to obtain approval for revised security policy documentation relating the authority's ICT estate; new policy documents have been produced to replace existing policies last updated in 2019.

This report was considered by Audit and Governance Committee on 16 December 2020 which resolved that:

- (1) Council be requested to give its approval for the ICT Acceptable Use Policy and inclusion in the Constitution;
- (2) Council be requested to give its approval for the ICT Starters, Movers and Leavers Policy and it be recommended to Council that it be removed from the Constitution, given the managerial operational nature of the policy not being appropriate for the Constitution; and
- (3) it be noted that the Council's Password Policy referred to in the report, will be submitted to a future meeting of the Committee.

Recommendation(s):

- (1) That the ICT Acceptable Use Policy is approved and included in the Constitution.
- (2) That the ICT Starters, Movers and Leavers Policy is approved and that it is removed from the Constitution, given the managerial operational nature of the policy not being appropriate for the Constitution.
- (3) It be noted that the Council's Password Policy referred to in the report, will be

submitted to a future meeting of the Audit and Governance Committee.

Reasons for the Recommendations:

To ensure that Sefton’s ICT is operating in line with industry standards for ICT Security Management

Alternative Options Considered and Rejected: (including any Risk Implications)

Not to make any changes to existing documentation – rejected, as this would not be consistent with the requirements of the National Cyber Security Centre and Sefton would not be operating in line with leading industry practice, which could expose the organisation to increase risk of CyberCrime/Cyber Security or Information Breach.

What will it cost and how will it be financed?

(A) Revenue Costs

Not Applicable

(B) Capital Costs

Not Applicable

Implications of the Proposals:

<p>Resource Implications (Financial, IT, Staffing and Assets):</p> <p>Revised policy documentation for review by all authorised users of Sefton ICT services</p> <p>IT changes and security infrastructure changes to be addressed within the ICT Contract Management</p>
<p>Legal Implications:</p> <p>There are no legal implications</p>
<p>Equality Implications:</p> <p>There are no equality implications.</p>

Contribution to the Council’s Core Purpose:

<p>Protect the most vulnerable: Not applicable</p>
<p>Facilitate confident and resilient communities: Yes, the provision of a secure network will provide the foundation for any further developments of digital services for residents</p>
<p>Commission, broker and provide core services: Yes, provision of a secure ICT Environment</p>
<p>Place – leadership and influencer: Not applicable</p>

Drivers of change and reform: Yes, ICT is a key enabling programme to deliver the Framework for Change
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Facilitate sustainable economic prosperity: Not applicable
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Greater income for social investment: Not applicable
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Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.6254/21.) and the Chief Legal and Democratic Officer (LD.4455/21) have been consulted and any comments have been incorporated into the report.

Members of the Executive Information Management Group have been consulted on the policy documents and feedback incorporated as required. Membership includes

- Head of Commissioning Support and Business Intelligence
- The Head of Corporate Resources
- Chief Legal and Democratic Officer
- Performance and Intelligence Manager
- Information Management and Governance Lead
- Workforce Learning and Development Manager
- Senior Manager ICT and Digital

(B) External Consultations

Not applicable

Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

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Appendices:

A; ICT Acceptable Usage Policy 2020

B; Sefton Council Starters, Movers, Leavers Policy 2020

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 In 2017 the authority embarked on a radical programme of ICT Transformation, to improve the Council's ICT provision to support both the Framework for Change Programme and to create a state of readiness for a new ICT Provider. In addition this enabled a step change in service delivery to support the delivery of interdependent PSR workstreams namely the Asset and Accommodation Strategy (PSR8) and Locality Teams (PSR2). The three key deliverables were:-
 - 1.1.1 Services and staff – to improve the end user experience and support the introduction of new ways of working
 - 1.1.2 ICT Service – to deliver a new ICT Support service and associated services to improve reliability and functionality of ICT as well as supporting continual improvements/service transformation
 - 1.1.3 ICT Infrastructure – to enable agile working, reduce the complexity of system delivery as well as providing the platform for Sefton to take full advantage of advances in technology moving forwards
- 1.2 Alongside the delivery of a new technical and support infrastructure it is essential to align associated policies that govern both ICT Security operations and Acceptable Use of ICT to ensure the provision of a robust and secure network. These documents are as follows:-
 - 1.2.1 Information Security Management System Policy, which governs the provision of contracted technology and telecommunications services to Sefton in line with the International code of Practice for Information Security Management ISO27001:2013;
 - 1.2.2 The Initial Security Management Plan which describes how the ICT Services provider (Agilisys) manages Information Security according to leading industry practice and specifies any additional or different application of controls to ensure a secure network; and
 - 1.2.3 ICT Acceptable Usage Policy, which aims to provide clear guidance on the acceptable use of ICT for authorised users, to protect the security of the network and reduce the risk of a data breach.

2. Proposals for Approval

- 2.1 Since the publication of the last ICT Acceptable Usage Policy in 2019 the authority has changed its approach to ways of working due to the COVID-19 pandemic, this has resulted in a significant increase in Sefton Council personnel working from non-council sites.
- 2.2 Given the fundamental changes in ways of working, the ICT Acceptable Usage policy has been reviewed and updated to ensure all personnel are taking the

precautionary steps to protect the Council's ICT environment whilst working from remote locations as well as general changes in line with the National Cyber Security Centre guidance.

- 2.3 The Starters, Movers, Leavers Policy has been separated from the ICT Acceptable Usage Policy and provides clear guidance to personnel and responsible managers on how to fulfil their obligations to protect both the Councils data and ICT environment by following User Access and Identity Management best practices.

3. **Conclusion**

This report provides two core policy documents for approval, to streamline the current guidance documentation available for all authorised users of Sefton's ICT environment, as well as ensuring that Sefton is operating in line with Industry Standards for ICT Security Management.