Report to:	Audit and Governance Committee	Date of Meeting:	Wednesday 16 March 2022
Subject:	ICT Acceptable Usage Policy		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	All Wards
Portfolio:			
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. The policy document is a yearly review of the ICT Acceptable Usage Policy last reviewed by the Audit & Governance Committee on 16th December 2020.

Recommendation(s):

(1) that Audit and Governance Committee recommend the approval of the internal publication of the Acceptable Use Policy

Reasons for the Recommendation(s):

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 ICT Contract and Sefton would not be operating in line with leading industry practice, which could expose the organisation to increased 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:

Resource Implications (Financial, IT, Staffing and Assets):
Revised policy documentation for review by all authorised users of Sefton ICT services IT changes and security infrastructure changes to be addressed within the ICT Contract Management

Legal Implications:
There are no legal implications

Equality Implications:
There are no equality implications.

Climate Emergency Implications:

The recommendations within this report will

Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	N

Not applicable

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable
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
Commission, broker and provide core services: Yes, provision of a secure ICT Environment
Place – leadership and influencer: Not applicable
Drivers of change and reform: Yes, ICT is a key enabling programme to deliver the Framework for Change
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

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 Executive Director of Corporate Resources and Customer Services
- Chief Legal and Democratic Officer
- Performance and Intelligence Manager
- Information Management and Governance Lead
- Workforce Learning and Development Manager

The Executive Director of Corporate Resources and Customer Services (FD6739/22.) and the Chief Legal and Democratic Officer (LD4939/22) have been consulted and any comments have been incorporated into the report.

(B)   External Consultations

Not applicable

Implementation Date for the Decision

Following the expiry of the "call-in" period for the Minutes of the Committee Meeting

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Appendices:

ICT Acceptable Usage Policy

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 external 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 external 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 the authority has continued to change in 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.

3. Conclusion
This report provides a 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 the Sefton is operating in line with Industry Standards for ICT Security Management