APPENDIX 5

SEFTON COUNCIL

OVERVIEW AND SCRUTINY

(Cyber Security Working Group)

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MEMBERSHIP

Members nominated by the O&S Committee

TERMS OF REFERENCE AND OBJECTIVES

The Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) has agreed to establish a Working Group to assess Sefton's approach to the management of Cyber security threats to the Council. A recent audit report evidenced that the authority already has in place robust ICT procedures and processes to significantly reduce the risk, including the implementation of technical controls to stop Cyber Attacks as well as an ongoing programme of system updates and patching in line with best practice recommendations. However, research suggests that human error is involved in more than 90% of security breaches. The working group will therefore focus particularly on organisational behaviour, culture and approaches to Cyber Risk across departments, outside of direct control of the ICT Client Team.

Technology is only one of the tools available for securing the councils network, and in determining effectiveness of Sefton's Cyber protection the Working Group may need to consider how well other tools are or could be applied, including: Education (promoting and encouraging compliance through an understanding of the benefits and consequences of compliance/non-compliance, e.g. sharing Cyber updates at Team meetings ; and response to campaigns (change your password, complete essential system updates).

In the context of Council activity the purpose of the ICT team is to implement best practice standards in order to secure the Councils network security. These requirements and standards impact on everyone and all ICT Users are required to respond to changes in the requirements and complete the necessary tasks to protect the council information assets examples include

- Changing network passwords in line with best practice standards as notified, this should be a 15 character password as minimum
- Applying software updates to machines as required
- For team managers to share briefings and updates in related to Cyber as provided to the Senior Management Team
- Reporting any potential Cyber Attack
- Ensuring Business continuity plans take account of the total loss of ICT

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It will be necessary for the Working Group to:

- Understand the Cyber Risk faced by all public sector organisations and the potential impact, both financial and otherwise, that this could have for Sefton Council
- To understand the current approach to Cyber Security in the Council both from the internal ICT team, all Council Services and members
- To evaluate the options that exist for further improving Cyber Security in the Council
- To recommend any improvements to behaviour, approach and culture in respect of Cyber Security

HOW WILL THE REVIEW CONTRIBUTE TO CLIMATE CHANGE EMERGNCY MOTION

(Note: the Overview and Scrutiny Management Board, at its meeting on 10 September 2019, agreed that Working Group Scoping documents should include a section providing details of how each review would contribute to the terms of the Climate Change Emergency motion)

Not applicable

METHODS OF ENQUIRY

- **Review of Cyber Security in the Public Sector and Sefton Practice including**

  - Analysis of current Sefton practice
  - Desktop research in to practice and incidents elsewhere
  - Witness interviews with officers, members, stakeholders, experts and other organisations
  - Possible conference calls with experts and other organisations

TIMESCALES

TBC

OFFICER SUPPORT

Lead Officer: Helen Spreadbury (Senior Manager ICT and Digital)

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OTHERS WHO WILL BE INVOLVED

The review is likely to involve the following witnesses and sources of information and advice

- ICT Security team Agilisys /ICT Client Officers
- Council Officers
- Members
- Experts and representatives from other Councils or similar organisations

ARRANGEMENTS FOR REPORTING TO CABINET/COUNCIL

Timetable of committees, link into the planning chart, type of report/minute

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PLANNING CHART

The Planning Chart is an example of the way reviews could/should be planned.

It is recommended that realistic time frames in which to carry out tasks should be considered including possible delays for public holidays and Council business. Effective planning suggests that more planning time be built into the chart.

Start date TBC

Activity	MONTH							
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Scoping								
Consider Documents								
Witness Interviews								
References								
Initial Findings								
Draft Report								
O&S Cttee Considers								
Submit to								

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Cabinet (if appropriate)								

Ten Step Process Flow Chart

Committee agrees Working Group membership and appoints Chair/Lead Member

Working Group complete scoping document determining terms of reference & timetable.

Working Group submit scoping paperwork to the Overview and Scrutiny Committee for approval.

Background research undertaken and evidence collected.

Working Group meet to determine questions they wish to ask witnesses.

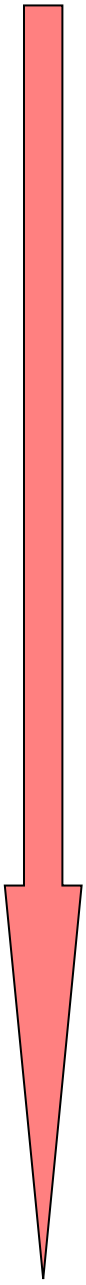
Working Group make any necessary visits & additional evidence obtained.

Witness hearings take place & responses written up by support officer.

Working Group review headings for the final report.

Working Group and support officer draft final recommendations and approve final report.

Overview and Scrutiny Committee receives final report and recommendations and how they should be taken forward.



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