

<b>REPORT TO:</b>	<b>FULL COUNCIL</b>	<b>AGENDA ITEM: 13</b>
<b>DATE OF MEETING:</b>	<b>02 NOVEMBER 2023</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>MONITORING OFFICER</b>	<b>OPEN DOC:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ANTHONY BAXTER (EXT. 5712)</b>	
<b>SUBJECT:</b>	<b>MEMBER ICT PROTOCOL</b>	
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

## **1.0 Recommendations**

- 1.1 That Council approves and adopts the Members ICT Protocol at **Appendix 1** to form part of the Council's Constitution.

## **2.0 Purpose of the Report**

- 2.1 To review and adopt the refreshed member ICT protocol. To raise awareness of the newly created GDPR Handbook for elected members.

## **3.0 Detail**

- 3.1 The current Member ICT Protocol is outdated. A new version has been drafted to refresh operational inconsistencies and reflect modern working practices. The protocol has been reviewed to ensure it aligns with responsibilities outlined in the Data Protection Act 2018 and guidance from the Information Commissioners Office (ICO).

The main changes to the document are listed below;

- Description on roles and clarification on when the ICT Protocol applies including clarification of responsibilities when using non-council devices and email addresses for Elected Members conducting casework.
- Additional of Identity Management section, including offer for corporate smartphone to all Elected Members.
- General updates renaming legacy software.
- Updated guidance on working practices such as the use of equipment in meetings, process in emergency situations and printing procedures.

- Updated appendix A in line with the current corporate security profile
- Updated appendix B to reflect their nature as guidelines for use.
- Included a new appendix C to provide information security classification.
- Removal of appendix D 'cover sheet' for signing.

3.2 The changes to the protocol have been informed by feedback from Elected Members. A cross-party working group reviewed the initial draft of the protocol and convened to discuss their findings. As a result, additional clarity has been provided regarding roles and responsibilities in relation to data controllers, personal use and data deletion. Where possible content has been streamlined and the group were also able to ask questions to the Head of Business Change and ICT about the meaning or inclusion of certain working practices. The group provided a very useful and productive assessment of the protocol and have been a welcome addition to the development of a Member document.

3.3 Introduction of corporate smartphones is a notable change. Elected Members will be able to request a corporate smartphone to access their SDDC emails, MS Teams, OneDrive, SharePoint Intranet and Identity Management. A personal device can be used for identity management if preferred, however the other functions will only be available on the corporate smartphone.

3.4 The new protocol also provides clarity on what IT and Data Protection working practices are relevant for each of the three roles performed by an Elected Member. These roles are also documented in the newly composed GDPR Handbook which is an information document to support training and development.

3.5 Appendix A (Password composition) represents best practice guidelines and should followed at all times, though it is recognised that some systems may be unable to support some of the recommended guidelines, due to technical limitations. The guidelines are in place for account credentials that do not enforce a specific combination by default.

3.6 Appendix B (Internet and Email guidelines) represents advice and guidance for effective use of those technologies.

3.7 Appendix C (Information Classification) gives guidance on the categories of information used by His Majesty's Government and the Government Security Classifications Policy.

#### **4.0 Financial and Implications**

None directly.

#### **5.0 Corporate Implications**

##### **5.1 Employment Implications**

None directly.

## **5.2 Legal Implications**

None directly.

## **5.3 Corporate Plan Implications**

None directly.

## **5.4 Risk Impact**

The member ICT Protocol outlines security measures and acceptable use of technology to reduce the risk of unauthorised access to Council networks and data.

## **6.0 Community Impact**

### **6.1 Consultation**

None required.

### **6.2 Equality and Diversity Impact**

Not applicable in the context of the report.

### **6.3 Social Value Impact**

Not applicable in the context of the report.

### **6.4 Environmental Sustainability**

Not applicable in the context of the report.