

Report of - Head of ICT Services**ICT Information Security Policy – Borough Council of Wellingborough and East Northamptonshire Council****1 Purpose of Report**

- a) Like most organisations the council is becoming more and more reliant on information and the technology that supports it. With the increased need for information and the need to make it accessible there is a greater emphasis on securing and protecting that information, both inside the council and through the need to share information with others.
- b) The ICT Security Policy is an amalgamation of fourteen policies that meet both the requirements of Government Connect, the Data Protection Act and our auditors. It sets out the responsibilities of Members and Officers, as well as Systems Administrators both inside ICT and in the service areas.

2 Executive Summary

- 2.1 The ICT Security Policy is looking to put in place a clear set of guidelines for Members, Officers and Systems Administrators to follow. It also highlights the expectations the Council has for information security and puts in place a platform that the council can build upon.

3 Appendices

- 3.1 ICT Security Policy.

4 Proposed Action:

- 4.1 **The Committee is invited to RECOMMEND that the ICT Security Policy is adopted with a further review by the Lead Member for ICT and the ICT Executive Board in six months.**

5 Background

- 5.1 Over the last eighteen months the council has been working on improving the security of the systems the council and the public relies on. There is still significant work to be done to meet the standards required by audit and to be confident of meeting our aims under Government Connect
- 5.2 There is an existing ICT Security Policy at the Borough Council of Wellingborough. Unfortunately this document does not address many of the

changes that both legislation and best practice now requires.

6 Discussion

- 6.1 The Borough Council of Wellingborough is currently in a vulnerable position, there are more and more cases each month of Councils losing personal information which result in a public undertaking by either the Leader of the Council or Chief Executive and also could lead to a significant fine (upto £500,000) and public loss of trust. The current policy and practices in use do not offer the protection the council and the public needs.
- 6.2 Government Connect are currently auditing councils in the UK against the Code of Connection. Though no date has been given for an audit of the council it is likely one will be done in September. One of the mandatory requirements of this audit is to have a compliant and comprehensive security policy and supporting procedures in place.
- 6.3 There will need to be training for Members and Officers and there may need to be a further review of the policy after six months perhaps by the lead member for ICT and the ICT Executive Board.

7 Legal Powers

- 7.1 Sections 102 and 111, Local Government Act 1972

8 Financial and Value For Money Implications

- 8.1 Budgets are currently available to achieve the implementation of the policy.

9 Risk Analysis

Nature of risk	Consequences if realised	Likelihood of occurrence	Control measures
ICT Security Policy not implemented	The council will fail both the internal and external audits and potentially lose the ability to share information electronically with the DWP. There would also be increased risks of data loss resulting in fines and damage to the councils reputation	Low – Medium/High if staffing is reduced	Maintain existing levels of staff. Support from Members and CMT. Systems Administrators moved into ICT. Officers and Members given training on the policy

10 Implications for Resources

10.1 Current staffing levels should be sufficient to deliver the policy.

11 Implications for Stronger and Safer Communities

11.1 None

12 Implications for Equalities

12.1 The policy will take into consideration equalities as part of the implementation process.

12.2 No impact assessment is required.

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14 Consultees

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