
NON-EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

JOINT HR COMMITTEE

9th June 2021

RATIFICATION OF THE NEW 5C ICT SECURITY POLICY SUITE

FOR DECISION

Portfolio Holder:

Cllr Alex Rennie - Leader of the Council

Cllr Nick Drew - Governance and Legal Portfolio

Key Decision: No

Report Number: EHDC/013/2021

1. Purpose

This paper is submitted to Joint HR Committee for policy decision.

2. Recommendation

2.1. Joint HR Committee Members are requested to approve:

a. The new 5Councils' ICT Security Policy Suite at:

<https://sway.office.com/3KOC9cBU0wlmaRfW?>

3. Executive Summary

3.1. ICT security is outsourced to Capita under the 5Council's contract.

3.2. As part of the migration from Hampshire County Council's infrastructure to Capita's, the 5C Information Security Manager has produced policy documentation designed to replace in whole our existing legacy ICT policy.

- 3.3. The Policies have been reviewed and acknowledged at the Security Working Group (which includes the council's IT lead, Data Protection Officer and the 5C IT Client Executive) and form the basis of our technological relationship with our ICT supplier and 5C Client. The policies represent a shared approach across all councils within the 5 Councils' partnership.
- 3.4. Although these policies are operationally active as they govern how Capita provide and manage their infrastructure and its use, they must be formally adopted by the councils.
- 3.5. As with any business' IT terms of use, staff will be asked to read and accept this new policy suite and understand that there may be disciplinary procedures enacted for misuse of the council's IT infrastructure. This was the same for the old IT policy. Therefore, the Corporate Governance Board advised the suite to be noted by Executive Board for the Joint HR Committee to adopt on behalf of the councils.
- 3.6. The new 5Councils' ICT Security Policy Suite contains 15 individual documents that are reviewed annually. The Council have designed an explanatory wrapper to these documents in an online format so they can be accessible to users anywhere on any web-enabled device. This utilises our corporate Office365 licences allowing an instantly auditable online declaration of understanding to be made per user.
- 3.7. The Policy suite has been reviewed by Unison at both councils and accepted.
- 3.8. The new 5Councils' ICT Security Policy Suite can be accessed at the following address and will be published via our staff intranet:
<https://sway.office.com/3KOC9cBU0wlmaRfW?>
- 3.9. There are no resource investment or financial implications associated with the adoption of the policy suite.

4. Additional Budgetary Implications

- 4.1. None.

5. Background and relationship to Corporate Strategy and/or Business Plans

- 5.1. This policy suite replaces the joint legacy ICT Security Policy v3.1 accepted under HCC's terms of service and altered to reflect Capita contacts and service updates in 2019. This is currently available on the council intranet for staff: [EHDC version](#) /[HBC version](#).
- 5.2. The old policy is still used in onboarding new staff and councillors and will be replaced by the new suite when ratified by the Joint HR Committee. The Monitoring Officer has authorised use of the new policy for onboarding councillors the week following the local election of the 6th May 2021.
- 5.3. The new policy suite and control framework are aligned with the ISO 27001 Information Security Management System Standards. This includes pragmatic policies, procedures, standards and guidelines to support the 5C information security requirements, with a focus on the most critical assets. It is maintained by Capita and each policy within the suite is reviewed annually via the 5C Security Working Group.

6. Options considered

6.1. Do nothing

- 6.2. The council could choose to continue using the current HCC devised security policy designed for the HCC infrastructure though this would not reflect the operational management and user requirements of the current Capita infrastructure.

6.3. Adopt the new Policy suite

- 6.4. This option would allow the council to replace the current HCC devised security policy and replace it with the agreed 5C suite to reflect the operation management and requirements of the current Capita infrastructure.
- 6.5. Adoption will provide clarity of use to new and existing staff and will be published internally as soon as it is adopted via the committee.
- 6.6. The adoption of the suite complies with the theme of 'A fit for purpose Council' in our Corporate Strategy and the values: 'Fairness and integrity in all we do'

(EHDC) and 'A sustainable Council' (HBC). It complies with the following strategy commitments: Shared values and behaviours for staff; Shared strategies (where appropriate); Shared processes; and Going digital by default.

6.7. The adoptions will support The Digital Strategy's principle for Digital Security, that security will be paramount across our digital plans. We will work with our IT service providers, public sector partners and specialist agencies, such as the National Cyber Security Centre, to ensure arrangements are sound and proportionate to the level of threat.

6.8. There are no legal, resource or risks associated with the adoption of this policy suite.

7. Resource Implications

7.1. Financial Implications

7.2. None.

Section 151 Officer comments

Date: 28/05/2021

No direct financial implications

7.3. Human Resources Implications

7.4. There will be no changes to the employee terms and conditions, but staff will be asked to declare they have read and understand the new ICT Security Policy Suite and their responsibilities under it as highlighted within.

7.5. Information Governance Implications

7.6. The council will know who has and therefore who has not completed the online declaration of understanding. Only names and council email addresses will be captured for audit.

7.7. Other resource implications

7.8. None

8. Legal Implications

8.1. There are no legal implications in adopting this policy suite.

Monitoring Officer comments

Date: 06/05/21

The updating of the ICT policy suite will strengthen the organisation's approach to information governance and data protection, and will enhance best practice in relation to staff usage of ICT assets and processes.

9. Risks

9.1. Do nothing

The council, while still covered by the previous policy agreement with staff for general use, could not show updated policies to audit and risk providing old policies to staff and councillors when new policies are in action via our chosen ICT supplier.

9.2. Adopt the new Policy suite

There are no risks associated with adopting the new suite of ICT security policies.

10. Consultation

The following roles/bodies have commented and agreed the new 5C ICT Security Policy Suite:

- The 5C Security Working Group
- The 5C Information Security Manager
- 5C IT Client Executive
- The IT lead
- The Data Protection Officer
- SIRO/HoS for IT

- HoS for HR
- The Monitoring Officer/HoS for Legal
- EHDC Unison
- HBC Unison
- The Information Governance Steering Group
- Executive Board

11. Communication

11.1. Once ratified, communication will be via Team Talk and the Intranet to Staff and via Democratic Services to Councillors.

12. Appendices

12.1. None.

13. Background papers

13.1. The new 5Councils' ICT Security Policy Suite can be accessed at the following address: <https://sway.office.com/3KOC9cBU0wlmaRfW?>

Agreed and signed off by:

Monitoring Officer: Daniel Toohey 27/05/2021

Section 151 Officer: Matthew Tiller 28/05/2021

Contact Officers

Name: Thomas Locke

Job Title: Digital Design Team Leader

Telephone: 02932 446141

E-mail: thomas.locke@havant.gov.uk

Name: Cheryl Lincoln

Job Title: Information Governance Manager & DPO

Telephone: 02392 446568

E-mail: cheryl.lincoln@havant.gov.uk