

The Vale of Glamorgan Council

Cabinet Meeting: 23 May, 2016

Report of the Leader

ICT Code of Conduct

Purpose of the Report

1. To present to Cabinet the revised ICT Code of Conduct for endorsement.

Recommendation

1. That Cabinet endorses the revised ICT Code of Conduct attached at [Appendix A](#) to this report.

Reason for the Recommendation

1. To ensure that the Council has an up to date ICT Code of Conduct.

Background

2. The Council has a number of policies in place to inform staff of their responsibilities in relation to the use of the Council's ICT system and, where necessary, enforce the rules and regulations that all users need to follow. The previous ICT Code of Conduct was in need of updating due to the changes in technology, law and working practices now in place. This document applies to staff only. A separate ICT Code of Conduct for members is currently being updated following discussions at the Democratic Services Committee last year.

Relevant Issues and Options

3. The Council is dependent on its ICT systems, networks and communications facilities to carry out its business. These facilities and the data stored and processed on them form part of the Council's critical information assets. Protecting the confidentiality, integrity and availability of these assets is critical to the Council delivering services and meeting its legal, statutory and regulatory obligations. The ICT Code of Conduct is intended to form part of every Council employee's contract of employment and contains mandatory policies for the use of ICT facilities.
4. All staff must comply with the ICT Code of Conduct in order to use the Council's ICT facilities and any member of staff failing to do so will be considered in breach of their employment contract. This may result in disciplinary action being taken. A copy of the

revised ICT Code of Conduct is attached at [Appendix A](#) and it is recommended that the document is reviewed on an annual basis and modified as appropriate and necessary.

Resource Implications (Financial and Employment)

5. There are no additional costs to the Council as a result of this report.
6. Once approved all staff using ICT will be required to sign and accept the new Code of Conduct which will be sent out to relevant staff using MetaCompliance.
7. The ICT Security Officer will review and update the policy on an annual basis to ensure that it remains current and suitable for the Council's requirements.

Sustainability and Climate Change Implications

8. There are no sustainability or climate change implications that arise as a result of this report.

Legal Implications (to Include Human Rights Implications)

9. There are no legal implications that arise as a result of this report.

Crime and Disorder Implications

10. There are no crime or disorder implications that arise as a result of this report.

Equal Opportunities Implications (to include Welsh Language issues)

11. There are no equal opportunity issues that arise as a result of this report.

Corporate/Service Objectives

12. This project comes under the priority outcome of Community Leadership

Policy Framework and Budget

13. This is a matter for Executive decision.

Consultation (including Ward Member Consultation)

14. No member consultation has been undertaken for this proposal.

Relevant Scrutiny Committee

15. Corporate Performance and Resources.

Background Papers

None

Contact Officer

David Vining Head of Strategic ICT

Officers Consulted

Carys Lord - Head of Finance/Section 151 Officer
Tim Cousins - Information Manager

Jens Chinneck - ICT Security Officer
Internal Audit

Responsible Officer:

Rob Thomas - Managing Director.