

WYRE FOREST DISTRICT COUNCIL

CABINET MEETING
24TH NOVEMBER 2005

Information and Communications Technology
Policies and Guidelines

OPEN	
COMMUNITY STRATEGY THEME	
CORPORATE THEME:	Improving Corporacy and Performance
KEY PRIORITY:	Financial and Asset Management
STRATEGY:	ICT
CABINET MEMBER:	Councillor John-Paul Campion
RESPONSIBLE OFFICER:	Head of Human Resources
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APPENDIX 1	Information and Communications Technology Policies and Guidelines. (29 pages) Copies are available electronically and a public inspection copy is available on request (see front cover for contact details).

1. PURPOSE OF REPORT

- 1.1 To propose updated Information and Communications Technology Policies and Guidelines for adoption by the Council.

2. RECOMMENDATION

The Cabinet is asked to RECOMMEND to Council that:

- 2.1 The updated Information and Communications Technology Policies and Guidelines dated October 2005 attached as Appendix 1 be adopted.**

3. BACKGROUND

- 3.1 The current Information and Communications Technology policies and guidelines were approved in 2001. Since that time technology has moved on and the use of the internet and e-mail has become part of the routine of daily life.

- 3.2 The Information Communications and E-government officer working group delegated the task of updating the documents to a small team of officers. This review is now complete and the ICE group approved the updated documents at its meeting on the 21st September 2005. The Corporate Management Team approved the documents on the 27th October 2005.
- 3.3 The main areas of amendment to the document are in the areas of monitoring usage of the Council's ICT facilities, updating for the use of Personal Digital assistants & mobile phones as well as giving clear links to the Council's disciplinary procedure, members' Code of Conduct as well as the possibility of jeopardising partnership agreements.
- 3.4 To ensure that all employees and members receive a copy of these updated documents, acknowledgement forms are required to be completed and returned to Human Resources. This procedure is already in place for new users by the Human Resources Division.
- 3.5 The policies and guidelines will be regularly reviewed at least every three years to ensure that they remain up to date.

4. KEY ISSUES

- 4.1 In order to ensure that users are aware of their individual responsibilities and good practice it is necessary for the Council to adopt up to date Information and Communications Technology policies and guidelines.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications arising other than the cost of printing, which is included within current budgets.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 In order to safeguard the Council's assets it is best practice that this authority adopts Information and Communications Technology policies.

7. RISK MANAGEMENT

- 7.1 Without an up to date policy users would not be aware of their responsibilities and the risks attached with using the ICT facilities available.

8. CONCLUSION

- 8.1 The Information and Communications Technology Policies and Guidelines have been reviewed and updated in light of current practices and are proposed for adoption by the Council.

9. CONSULTEES

9.1 CMT.

10. BACKGROUND PAPERS

10.1 28th June 2001 Overview & Scrutiny (Strategy, Best Value & Performance)
JH/2.11.05