

Forest Heath District Council

(This report is a key decision. This report has been subject to appropriate notice of publication under the Council's Access to Information Rules)

Report of the Portfolio Holder for Resources, Governance and Performance

CABINET

15 JANUARY 2013

CAB13/059

JOINT FOREST HEATH DISTRICT COUNCIL AND ST EDMUNDSBURY BOROUGH COUNCIL EMAIL AND INTERNET USAGE POLICY (Key Decision Reference: OCT12/05)

1. Summary and reasons for recommendation(s)

- 1.1 The purpose of this report is to seek Member approval for the adoption of a new Joint Forest Heath and St Edmundsbury Borough Council Email and Internet Usage Policy.
- 1.2 Although this is a new policy in its joint format it is fundamentally an amalgamation of the two existing Forest Heath and St Edmundsbury policies. There are therefore no major changes in the content.
- 1.3 To comply with the Government code of connection it is essential that, as we move forward with sharing services between the two authorities, our policies in this area are aligned.
- 1.4 The new Joint policy is attached as Appendix A
- 1.5 The policy has been previously considered and recommended for approval by the West Suffolk Joint Staff Consultative Panel on 29 October 2012.

2. Recommendation(s)

- 2.1 **That Cabinet recommends the approval of the new Joint Email and Internet Usage Policy; and**
- 2.2 **That any future minor/housekeeping changes required to the Internet and Email Usage Policy be delegated to the Head of Human Resources to amend, and that only major/fundamental changes be referred to Members.**

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3. How will the recommendations help us meet our strategic priorities?

3.1 N/A

4. Key issues

4.1 As the two councils move towards the sharing of services and related ICT systems it is increasingly important that relevant ICT policies and procedures are brought in line. A new joint policy for email and internet use has therefore been created as part of this process.

4.2 To comply with the Government code of connection it is essential that, as we move forward with sharing services between the two authorities, our policies in this area are aligned.

4.3 The new joint policy is an amalgamation of the existing policies of Forest Heath District Council and St Edmundsbury Borough Council. There are no major changes in content but a summary of changes that have been made are listed below:

- The tense throughout the policy has been changes to make it relate to both councils.
- A new section has been added, 5.2, to make it clear that the councils are not to be held liable for any personal transactions made whilst using the councils facilities.
- Some minor corrections have been made to reference materials and contact details.

4.4 The new policy is attached as Appendix A.

5. Other options considered

5.1 N/A

6. Community impact

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 N/A

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 There are no direct equality and diversity issues arising from the introduction of the revised Internet and Email Usage Policy.

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 N/A

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 None

7. Consultation *(what consultation has been undertaken, and what were the outcomes?)*

7.1 The new policy has been created in consultation with the communications unit, human resources, corporate policy and legal services. The relevant trade unions are being fully consulted on the new policy.

8. Financial and resource implications *(including asset management implications)*

8.1 None

9. Risk/opportunity assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
A lack of aligned ICT policies for a shared service would not meet the Government code of connection.	High	Develop joint policies across the two councils	Low

10. Legal and policy implications

10.1 This new joint policy forms part of ensuring compliance with the government code of connection for the shared ICT service.

11. Ward(s) affected

11.1 N/A

12. Background papers

12.1 N/A

13. Documents attached

13.1 Appendix A - Joint Email and Internet Usage Policy