



Report of:	Meeting	Date
Councillor Michael Vincent, Resources Portfolio Holder and Clare James, Corporate Director Resources	Council	27 October 2022

**Computer Use Policy and User Agreement, ICT and Digital Transformation
Strategies 2022/23 – 2026/27**

1. Purpose of report

- 1.1 To approve the recently amended ICT Service Desk Computer Use Policy and User Agreement.
- 1.2 To note the council's ICT and Digital Transformation Strategies 2022/23 – 2026/27.

2. Outcomes

- 2.1 To create a safe computer environment within the council for both employee's and Elected Members and to protect the council from dangerous and detrimental computer activity on the network.
- 2.2 To provide the direction and foundations to ensure that the council develops its technology and ICT systems sufficiently to be fully digital by 31 March 2027 and to ensure that our customers will have online access to as many of our services as possible.

3. Recommendations

- 3.1 Members are asked to review and approve the revised Computer Use Policy and User Agreement at Appendix 1.
- 3.2 Members to note that following approval and roll out of the approved Policy, both officers and Elected Members will be asked to sign the 'User Declaration' at paragraph 2.3 of the attached Policy.
- 3.3 Members are asked to note both the ICT and Digital Transformation Strategies for 2022/23 – 2026/27 at Appendix 2 and 3.

4. Background

- 4.1** An effective Computer Use Policy sets out practices and restrictions regarding the use of an organisation's technology. It describes what employees and other users can and cannot do when using corporate computers, networks, websites or systems. Having a policy in place helps to eliminate any confusion and potential abuse that could prevent the council from functioning productively and places the responsibility for data security into the hands of the user.
- 4.2** Whilst the council has had a Computer Use Policy in place for many years and it is a mandatory requirement for all new employees and Elected Members to sign a 'User Declaration', this is the first time the Policy itself has been presented to Full Council for approval.
- 4.3** To ensure the council thrives in the digital future, a refreshed Digital Transformation Strategy has been developed which sets out the key actions that will be required to develop the use of digital technology to ensure the council can deliver our services to customers electronically where possible. The strategy continues to support the council's Business Plan and covers four key themes; the customer, our workforce, service improvements and climate change and social value.
- 4.4** The ICT Strategy complements the digital transformation strategy and sets out how the council will go about developing its technology and ICT systems sufficiently, ensuring that the data held on those systems is held securely and can only be accessed by persons authorised to do so. Both of the strategies are attached for information.

5. Key issues and proposals

- 5.1** The revised Computer Use Policy is attached at Appendix 1 and is shown with track changes.
- 5.2** The ICT Strategy and Digital Transformation Strategy for 2022/23 – 2026/27 are attached at Appendix 2 and 3.

Financial and legal implications	
Finance	There are no financial implications.
Legal	There are no legal implications.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	✓
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Revised Computer Use Policy and User Agreement (with tracked changes)

Appendix 2 – ICT Strategy 2022/23 – 2026/27

Appendix 3 – Digital Transformation Strategy 2022/23 – 2026/27