

Corporate Policy and Strategy Committee

10.00am, Tuesday, 6 December 2016

Information and Communications Technology (ICT) Acceptable Use Policy

Item number 7.2
Report number
Executive/routine
Wards

Executive summary

The ICT Acceptable Use Policy (the Policy) is currently required to be reviewed annually. The current version of the policy went to the Corporate Policy and Strategy Committee on 3 November 2015, having previously been to Committee on 2 December 2014, and it is due to go again on 6 December 2016.

Following the latest review, it was felt that the current policy is adequate and should remain unchanged. However, Human Resources (HR) and ICT have agreed to working closely on this and related policies to ensure that they are as visible and are as user-friendly as possible for our employees.

Links

Coalition pledges [P27](#)
Council outcomes [CO24, CO26, CO27](#)
Single Outcome Agreement

Information and Communications Technology (ICT) Acceptable Use Policy

1. Recommendations

- 1.1 To note that the latest review has resulted in no change to the current policy; and
- 1.2 To note that HR will work collaboratively with relevant Council colleagues and the Trades Unions to produce a more concise and simpler policy.

2. Background

- 2.1 The Policy was formally introduced on 1 May 2014.
- 2.2 The Policy was introduced by way of manager briefing sessions and mandatory e-learning.
- 2.3 The Policy is also part of the essential annual refresher training and a component of our induction process.

3. Main report

- 3.1 The Policy is reviewed annually and was last approved at the Corporate Policy and Strategy Committee on 3 November 2015, having been originally approved on 2 December 2014.
- 3.2 Elected members agreed that the Policy be reviewed annually and this has now been undertaken.
- 3.3 The review has consisted of:
 - i) considering if the Policy requires any adjustment;
 - ii) consultation with the Joint Trades Unions;
 - iii) consultation with Information Governance
 - iv) consultation with HR officers; and
 - v) consultation with ICT officers.
- 3.4 No changes have been made following this review, as it remains fit for purpose and there has been no change to legislation.
- 3.5 However, there was broad agreement that the Policy could be simpler and more concise and it has been agreed that HR will work with appropriate Council colleagues and the Trades Unions in order to produce a policy that is more accessible.

4. Measures of success

- 4.1 The Policy continues to be clearly understood. This is assisted by annual refresher training.

5. Financial impact

- 5.1 No financial impact.

6. Risk, policy, compliance and governance impact

- 6.1 No risk, policy, compliance or governance impact.

7. Equalities impact

- 7.1 There are no adverse equalities issues.

8. Sustainability impact

- 8.1 None.

9. Consultation and engagement

- 9.1 As the Policy has not changed, the collective agreement with the Trades Unions remains unchanged and they have confirmed that they continue to support the Policy.
- 9.2 ICT colleagues have confirmed that they are willing to work with HR to produce a more concise and accessible document.
- 9.3 HR colleagues have confirmed that they have no comments on the Policy.

10. Background reading/external references

- 10.1 [ICT Acceptable Use Policy](#) – Corporate Policy and Strategy, 25 February 2014
- 10.2 [ICT Acceptable Use Policy](#) – Corporate Policy and Strategy, 25 March 2014
- 10.3 [ICT Acceptable Use Policy](#) – Corporate Policy and Strategy, 2 December 2014
- 10.4 [ICT Acceptable Use Policy](#) – Corporate Policy and Strategy, 3 November 2015

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Links

Coalition pledges	P27 - Seek to work in full partnership with Council staff and their representatives
Council outcomes	CO24 - The Council communicates effectively and internally and externally and has an excellent reputation for customer care CO26 - The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives. CO27 - The Council supports, invests in and develops our people
Single Outcome Agreement	SO1 – Edinburgh’s economy delivers increased investment, jobs and opportunities for all
Appendices	