

Report to: Cabinet



Date of Meeting 10 July 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Information Security Management System policies update

Report summary:

In conjunction with Strata, Exeter City Council and Teignbridge District Council we have prepared a set of new Information Security Management System policies for agreement and sign off by Cabinet. This project coincides with our work towards the Memorandum of Understanding (MoU) with the Department for Work and Pension (DWP) in which we must ensure that our Information security and data management related policies are relevant and fit for purpose so that we can continue sharing data with the DWP.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

- (1) That Cabinet review and agree the proposed Information Security Management System specific policies for implementation with the council.
- (2) That Cabinet allow for the delegated authority to be given to the Director of Finance in consultation with the Portfolio Holder for Council and Corporate Co-ordination to agree future changes to the Information Security Management System policies. This also includes authority to sign off future new policies that maybe required to support Information Security Management within the council working with Strata.
- (3) That Cabinet allow for the delegated authority to be given to the Director of Governance and Licensing in consultation with the Portfolio Holder for Council and Corporate Co-ordination to agree future changes to the Data Protection and Document Retention policies only in relation to supporting the MoU with DWP work.

Reason for recommendation:

These policies need agreement and sign off for implementation within the council. The delegated authority being required for future changes to the policies is due to the fast pace of change and security detail contained within them. It is also required to support the work towards the Memorandum of Understanding (MoU) with the Department for Work and pensions as this is time sensitive.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination

- Communications and Democracy
- Economy
- Finance and Assets
- Strategic Planning
- Sustainable Homes and Communities
- Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: High Risk; We need to ensure that we have the appropriate security policies in place for the use of our ICT systems.

Links to background information [Appendix a – Information Security Management System policies](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
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Report in full

We have been working in conjunction with Strata, Exeter City Council and Teignbridge District Council to review our full suite of Information Security Management System policies to ensure that they are consistent across the councils and Strata. This will ensure that all four organisations are working within information security best practice.

The policies reviewed are:

- Acceptable use
- Access control
- Artificial Intelligence
- Asset Management
- Incident Management
- Operations Security
- Physical Environment
- Remote Working

These policies have been reviewed by the Legal Team and agreed for sign off. However due to the fast paced and changing nature of information security we have recommended that future changes to these policies be agreed Director of Finance in consultation with the Portfolio Holder for Council and Corporate Co-ordination.

There may also be a necessity to amend the policies so that they help to support the MoU with the DWP that is currently being worked through by the Revenues and Benefits team. The MoU sets out the framework and operating policy through which the council will access and use DWP, HM Revenue and Customs (HMRC) and Home Office data vital to providing services within the Revenues and Benefits team. This work is time sensitive and again we are requesting that any changes needed to the policies in relation to this work are agreed Director of Finance in consultation with the Portfolio Holder for Council and Corporate Co-ordination.

In addition to this the Data Protection and the Document Retention policies are also being reviewed in relation to requirements for the MoU and may need some changes to ensure that we

are fully compliant for this. These changes will not be substantive to the policy and due to the time frame for ensuring we are compliant with the MoU we are recommending that any changes required are agreed and signed off by the Director of Governance and Licensing in consultation with the Portfolio Holder for Council and Corporate Co-ordination.

Financial implications:

There are no significant financial issues to be raised at this time.

Legal implications:

There are no significant legal issues to be raised at this time.