

SHADOW EXECUTIVE
17 MARCH 2009

SUBJECT	Key ICT Policies – Part 2 <i>(This report seeks approval of a number of key Information policies for Central Bedfordshire Council)</i>
REPORT OF	Director of Corporate Resources
<i>Contact Officer: Robert Wood (Tel: 01582 474161)</i>	

IMPLICATIONS

SUSTAINABILITY	No
FINANCIAL	No
LEGAL	Yes – Report covers CBC’s policies with regards to its legal obligations pertaining to the various items of legislation mentioned within the polices themselves.
PERSONNEL/EQUAL OPPORTUNITIES	No
COMMUNITY DEV/SAFETY	No
TRADES UNION	No
HUMAN RIGHTS	No
KEY ISSUE	Yes
BUDGET/POLICY FRAMEWORK	No

OTHER DOCUMENTS RELEVANT TO REPORT

Appendix A – Information and Records Management Policy
Appendix B – ICT Acceptable Use Policy (To follow)
Appendix C – Elected Members Information Policy (To follow)
Appendix D – Members ICT Provision Policy (To follow)
Appendix E – Information Governance and Security Policy (To follow)

RECOMMENDATION(S):

1. That the Shadow Executive approves the Information and Records Management Policy as attached at Appendix A, for implementation on 1 April 2009;
2. That the Shadow Executive approves the ICT Acceptable Use Policy as attached at Appendix B, for implementation on 1 April 2009;
3. That the Shadow Executive approves the Elected Members Information Policy as attached at Appendix C, for implementation on 1 April 2009;
4. That the Shadow Executive approves the Members ICT Provision Policy as attached at Appendix D, for implementation on 1 April 2009;

5. That the Shadow Executive approves the Information Governance and Security Policy as attached at Appendix E, for implementation on 1 April 2009; and
6. That the responsibility for the insertion of final administrative changes (e.g. contact details) be delegated to the Assistant Director (ICT) for the Polices contained in Appendices B & D and in conjunction with the Assistant Director (Policy & Performance) for the policies contained in Appendices A, C & E.

Reason for Recommendation: Central Bedfordshire Council (CBC) has a need to meet a number of legal and best practice requirements relating to Information and its management. This compliance is defined through a number of policies and this report seeks Shadow Executive approval for the second group of these. The first group were approved at the Shadow Executive held on 17 February 2009.

Background

1. Central Bedfordshire Council (CBC) has a need to meet a number of legal and best practice requirements relating to Information and its management. This is achieved through a number of policies that need to be approved for vesting day.
2. The approved ICT Programme PID delegated responsibility for Knowledge and Information Management during the shadow year to ICT, before transferring to the directorate of Business Transformation on 1st April 2009.
3. This report seeks Shadow Executive approval for the following subset of the required policies:

Information and Records Management Policy*
ICT Acceptable Use Policy
Elected Members Information Policy*
Members ICT Provision Policy
Information Governance and Security Policy*

The responsibility for the above policies marked with an asterisk (*) will transfer to the Directorate of Business Transformation on 1st April 2009. The remaining policies will remain the responsibility of the Directorate of Corporate Resources.

4. At the time the Agenda was sent to print the following Policies were not available in final form. They will be circulated separately.

Appendix B – ICT Acceptable Use Policy

Appendix C – Elected Members Information Policy

Appendix D – Members ICT Provision Policy

Appendix E – Information Governance and Security Policy

Background Papers: Approved ICT Programme PID

Location of Papers:

File Reference: