



TODMORDEN TOWN COUNCIL

REPORT TO THE EMERGENCY COMMITTEE

REPORT AUTHOR	Colin Hill – Town Clerk and Responsible Financial Officer
TEL NO	01706 548135 / 07306109131
EMAIL	townclerk@todmorden-tc.gov.uk
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SUBJECT	Information Technology Policy

PURPOSE:

1. To advise Members of the Emergency Committee that following agreement to provide some Councillors with laptops, and all with Printers, it is necessary to put into place a formal Information Technology (IT) Policy, incorporating for both Employees and Councillors, a Policy covering the use of Equipment, Network, Internet and Email.
2. To present to Members an Information Technology Policy for adoption – see Appendix 1

BACKGROUND:

3. Members are aware from previous reports that as part of continuing improvement existing policies are being reviewed as well as introducing new ones.
4. There is not a current IT Policy in place

FINANCIAL IMPLICATIONS:

5. Whilst there are none directly arising from this report, it is good practice to have this policy in place to first of all follow good practice and second to mitigate the risk to the Council of misuse of Equipment, our Network, the Internet or Email

RECOMMENDATION:

6. That Members of the Emergency Committee review the Information Technology Policy before them.
7. That if in agreement, Members of the Emergency Committee resolve to adopt this Policy

REASON FOR RECOMMENDATION:

8. To provide Members with the opportunity to consider this policy
9. Formal approval is required to adopt this Policy.

SUMMARY OF KEY POINTS:

10. Adopting this Policy helps improve Town Council data security and integrity relating to the use of Equipment, our Network, the Internet or Email

POLICY IMPLICATIONS:

11. A Policy will be introduced arising out of this report.

DETAILS OF CONSULTATION:

12. None

SUPPORTING PAPERS:

- Appendix 1 Information Technology Policy