

**SOMERSET COUNCIL
EXECUTIVE ARRANGEMENTS MEMBER / OFFICER DECISION RECORD**

NON KEY DECISION RECORD

Somerset Council IT Policies from April 2023

Executive Member(s): Cllr Mike Rigby - Lead Member for Transport and Digital

Local Member(s) and Division:

Lead Officer: Dave Littlewood, Strategic Manager Enterprise Architecture & Governance

Author: Rob Rooks, Service Manager-Enterprise Architecture General

Contact Details: rob.rooks@somerset.gov.uk

Date of decision: 19 April 2023

Date of publication of decision: 19 April 2023

Date decision comes into force: 25 April 2023

The Executive member agrees the adoption of these updated and unified policies by Somerset Council.

Approval relates specifically to the policies that apply to all users of Somerset Councils systems and/or data – See *Appendix A*:

- ICT 02 Access Control Policy
- ICT 02A Password Policy
- ICT 03 Asset Management Policy
- ICT 07 Acceptable Use Policy
- ICT 08 Clean Desk and Clear Screen Policy
- ICT 09 Mobile Device Policy
- ICT 18 Information Transfer Policy

The rest of the policy set supports these policies and/or are targeted at ICT as follows:

- ICT 01 Information Security Policy (Overview)
- ICT 04 Risk Management Policy
- ICT 05 Information Classification and Handling Policy
- ICT 06 Information Security Awareness and Training Policy
- ICT 10 Business Continuity Policy
- ICT 11 Backup Policy
- ICT 12 Malware and Antivirus Policy
- ICT 13 Change Management Policy
- ICT 14 Acceptable Usage Policy (Supplier specific)
- ICT 14A Memorandum of Understanding (Supplier specific)
- ICT 15 Continual Improvement Policy

**SOMERSET COUNCIL
EXECUTIVE ARRANGEMENTS MEMBER / OFFICER DECISION RECORD**

- ICT 16 Logging and Monitoring Policy
- ICT 17 Network Security Management Policy
- ICT 19 Secure Development Policy
- ICT 20 Physical and Environmental Security Policy
- ICT 22 Cryptographic Control and Encryption Policy
- ICT 23 Document and Record Policy
- ICT 24 Significant Incident Policy and Collection of Evidence
- ICT 25 Patch Management Policy

Signed by the Lead Member for Transport and Digital

Cllr Mike Rigby

2. Reason for Decision(s)

As set out in the Officer's report

3. Reason(s) for Urgency (where applicable)

None

4. Details of any alternative options considered and rejected

As set out in the attached report

5. Any relevant Personal Interest that the Lead Member may have under the Council's Code of Conduct for Members

None

6. Details of any conflict(s) of interest declared by a Lead Member consulted about the proposals and any dispensation from Chief Executive

None

7. Other background information considered by the Lead Member before making this decision

As set out in the attached report