

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>25 May 2010</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Use of Information Technology Systems</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on ongoing actions taken to remind employees of their obligations in relation to the use of the Council's Information Technology (IT) systems and highlight the associated policies and procedures

## 2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

- (1) that the actions taken to remind employees of the relevant policies, procedures and responsibilities in relation to IT systems be noted.

## 3. Background

- 3.1. The need to remind employees of their responsibilities as detailed in the codes of conduct and relevant IT policies was identified as a result of previous cases of misuse of the Council's internet and e-mail.
- 3.2. Core briefs, management bulletins and Resource team briefs have all been used in the past to remind employees about what is deemed acceptable use of the Council's IT systems.
- 3.3. A Core Brief was issued in April 2009 that highlighted the renaming of the IT and Communication policies and the introduction of internal e-mail monitoring. Particular emphasis was made on inappropriate access to the internet and sending inappropriate material via Council e-mail to reinforce that this is unacceptable.
- 3.4. The Personnel Managers group developed a guidance note which was issued to all managers to explain that acceptable use of IT should be discussed as part of the Performance and Development Review (PDR) process under the equal opportunities competence.
- 3.5. The splash screen, which is the screen available upon logging onto the Council system, has also been amended to reflect the renaming of the policies and includes information on employee responsibilities.
- 3.6. In respect of current training programmes, the Front Line Manager and Corporate welcome induction programme have also been amended to re-emphasise the contents of the policy documents.

#### **4. Current Position**

- 4.1. A further Core Brief will be issued to all employees reminding them of their responsibilities and highlighting the relevant policies and associated documents.
- 4.2. In addition, employees are reminded that these standards may also apply outside the working environment, for example, in relation to social networking sites such as blogs, Facebook and Twitter. The Core Brief informs employees that only standard backgrounds and screen savers can be used and makes clear that, listening to the radio on the internet is not acceptable at any time, nor is the broadcasting of the radio as this incurs licence costs.
- 4.3 The IT Acceptable Use Policy and associated documents will be updated accordingly.

#### **5. Next steps**

- 5.1. The use of e-mail and internet usage will continue to be monitored closely with reports provided to each Resource through their Business Systems Manager.
- 5.2. As part of the on line learning provision, a course is being developed to cover this area.

#### **6. Employee Implications**

- 6.1. The communications make clear that employees who do not comply with the policy will be subject to investigation in accordance with the Council's disciplinary procedures.

#### **7. Financial Implications**

- 7.1. None.

#### **8. Other Implications**

- 8.1. None.

#### **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 9.2. Consultation has taken place with Resources through the Personnel Managers group and with the Trades Union through the JTUC Executive.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

10 May 2010

#### **Link(s) to Council Objectives**

- ◆ Working with and Respecting Others
- ◆ Accountable effective and efficient
- ◆ People Focused
- ◆ Excellent Employer

## **Previous References**

None

## **List of Background Papers**

- ◆ Management Bulletin 21-08
- ◆ Personnel Circular 23-08
- ◆ Core Brief 01/09
- ◆ PDR Guidance
- ◆ Splash Screen
- ◆ Social Work Resources Brief
- ◆ Core Brief 03/10

## **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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