

North East Derbyshire District Council

Cabinet

23 November 2016

Joint Mobile Device Policy

Report of Councillor Mrs J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management

This report is public

Purpose of the Report

- The use of mobile data enabled equipment has become an increasing part of many employees and members jobs. The Joint Mobile Device Policy has been produced to provide guidance for the safe use of equipment, to provide regulation for the financial costs of devices and to ensure that employees and members are aware of their responsibilities when using the equipment.

1 Report Details

- 1.1 The current policies that cover Mobile devices at BDC and NEDDC are now 5 years old and do not reflect current best practice. The NEDDC policy was updated in 2014 to reflect changes in personal use allowance.
- 1.2 The procedures in place for procurement, deployment and administration currently differ at both Councils.
- 1.3 The Joint ICT service was given responsibility for mobile telephony in April 2016 and tasked with producing a joint mobile device policy along with a procurement of a new mobile telephony contract.
- 1.4 The new joint policy seeks to:-
 - Remove ambiguity over device offering;
 - Ensure common procedures are in place across the strategic alliance;
 - Clearly define responsibilities for mobile devices;
 - Reduce administration overhead;
 - Improve clarity;
 - Provide a basis for device refresh as part of the new mobile device contract.
- 1.5 The key changes in the new policy are:-
 - Standardisation of device offering at BDC;
 - Transfer of responsibilities for procurement and deployment to the joint ICT service;

- Provide a policy to support a new mobile device contract and be vendor agnostic;
- Provide clarity of responsibilities.

A copy of the Joint Mobile Device Policy can be accessed through the link in paragraph 8 of this report.

2 Conclusions and Reasons for Recommendation

- 2.1 A joint policy will provide a common and consistent approach to mobile device deployment and usage across the Strategic Alliance.
- 2.2 For the Joint ICT service to take responsibility for mobile device contracts an up to date policy is required to support the service.

3 Consultation and Equality Impact

- 3.1 Consultation has been undertaken with staff of the joint ICT service, portfolio members for ICT, Joint Assistant Director for Revenues and Benefits and Finance.
- 3.2 The policy has been distributed to the members of the Strategic Alliance Joint Committee for comment.
- 3.3 A full Equalities Impact Assessment has been conducted for the policy and can be accessed through the link in paragraph 8 of this report.

4 Alternative Options and Reasons for Rejection

- 4.1 Maintain separate policies. This was rejected as the status quo is unsustainable given the increase in joint roles and shared services across the Strategic Alliance.
- 4.2 Leave current policies in place. This was rejected as the current policies are not deemed fit for purpose.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 No financial implications. New policy should mitigate risks related to misuse and data security.

5.2 Legal Implications including Data Protection

- 5.2.1 No known legal implications. Data Protection advice strengthened.

5.3 Human Resources Implications

- 5.3.1 None.

6 Recommendations

- 6.1 That Cabinet approve the policy

7 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	
District Wards Affected	None
Links to Corporate Plan priorities or Policy Framework	No

8 Document Information

Link to appendices	Title
	Joint Mobile Device Policy Equalities Impact Assessment
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
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