
EMPLOYEES GUIDE TO INFORMATION SECURITY

SUMMARY REPORT

Purpose of the Report

1. To update Members on the percentage number of staff with access to the policy management system who have completed the module on the 'Employees Guide to Information Security'.

Summary

2. At the last meeting of this Audit Committee held on 28 September, 2012, Members expressed concern at the low numbers of staff in some areas of the Council who had completed the on-line training session in relation to the 'Employees Guide to Information Security'.
3. The Directors of People, Place and Resources were advised of the level of concern expressed at the meeting and were requested to ensure that all staff who had access to the system completed the module as a matter of urgency to enable updated figures to be reported to this meeting.

Recommendation

4. It is recommended that the positive progress on completion of the awareness module on the 'Employees Guide to Information Security' be noted and that a further update be presented to the March 2013 meeting of this Committee.

Reason

5. To provide the Audit Committee with information to reflect on the progress of staff in completion of the awareness module on the 'Employees Guide to Information Security'.

**Paul Wildsmith
Director of Resources**

Background Papers
Training records

Brian James; Extension 2140

S17 Crime and Disorder	There is no specific crime and disorder impact.
Health and Well Being	There is no specific health and well being impact
Carbon Impact	There is no specific carbon impact.
Diversity	There is no specific diversity impact.
Wards Affected	All wards are affected equally.
Groups Affected	All groups are affected equally.
Budget and Policy Framework	This report does not recommend a change to the Council's budget or policy framework.
Key Decision	This is not a key decision.
Urgent Decision	This is not a key decision
One Darlington: Perfectly Placed	There is no specific relevance to the strategy beyond a reflection on the Council's governance arrangements.
Efficiency	Implementation of effective information governance systems and procedures has a positive impact on efficiency.

MAIN REPORT

6. At the last meeting of the Audit Committee held on the 28 September, 2012, a report of the Director of Resources was considered on the progress and planned developments of the Council's information governance programme. In discussion Members expressed concern at the low numbers of staff in some areas of the Council who had completed the on-line training session in relation to the 'Employees Guide to Information Security' and requested that an update report be submitted to this meeting.
7. The Employees Guide contains protocols that clearly set out how information should be managed and the policy management system requires employees to confirm that they understand the protocols and their responsibilities in relation to them. This confirmation is held as an electronic record and provides evidence that staff are given appropriate awareness training. The Guide also advises that, depending on the seriousness of a breach, the Council could take disciplinary action up to and including dismissal.
8. Following the meeting on 28 September, 2012, the Directors of People, Place and Resources were advised of the level of concern expressed and were requested to ensure that all staff who had access to the system completed the module as a matter of urgency to enable updated figures to be reported to this meeting.
9. The table below provides information on the current position as at the end of November 2012:

Service Group	No of staff	% complete as at 28th September, 2012	% complete as at 30th November, 2012
People	614	39	67
Place	458	70	88
Resources	220	90	94