



FULL COUNCIL - INFORMATION REPORT

Date Written	04/12/2020
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Service Area	ICT
Exempt/Non-Exempt	Non-Exempt
Committee Date	06/01/2021

To: Mayor, Ladies and Gentlemen

UPDATE TO THE REMOTE WORKING POLICY

1.0 SUMMARY OF THE REPORT

1.1 The Remote Working Policy applies to all Merthyr Tydfil County Borough Council (MTCBC) employees, Members and third parties who engage in remote working. The Policy has been updated to reflect the agile working introduced by MTCBC considering the COVID-19 pandemic, and the Council's forward planning to an agile working environment.

2.0 INTRODUCTION AND BACKGROUND

- 2.1 The objective of the Remote Working Policy is to ensure the effective and appropriate use of MTCBC ICT equipment when used outside of the main office. Whilst MTCBC is committed to remote working for business purposes, it must ensure that suitable controls are in place to prevent security breaches or other negative consequences.
- 2.2 The policy applies to all employees, Members and third parties (referred to as 'users') who use MTCBC ICT facilities and equipment remotely, or who require remote access to MTCBC information systems or information.
- 2.3 MTCBC provides the facilities and opportunities to work remotely as appropriate. MTCBC will ensure that all users who work remotely are aware of the acceptable use equipment and remote working opportunities.
- 2.4 The policy must always be adhered to whenever any user makes use of MTCBC ICT equipment when working on Council business away from MTCBC premises.

2.5 Consultation has taken place on the updated Remote Working Policy with the Information Governance Forum, the Head of ICT and Portfolio Member for Governance and Corporate Services.

2.6 The Information Governance Forum are authorised to update and amend the Information Security Policy and this supporting operational policy following consultation with the Portfolio Member for Governance and Corporate Services.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications related to the update of this policy.

4.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Not Applicable
1. Merthyr Tydfil Well-being Objectives	3 of 4	0 of 4	1 of 4
2. Sustainable Development Principles - How have you considered the five ways of working: <ul style="list-style-type: none"> • Long term • Prevention • Integration • Collaboration • Involvement 	5 of 5	0 of 5	0 of 5
3. Protected Characteristics <i>(including Welsh Language)</i>	2 of 10	0 of 10	8 of 10
4. Biodiversity	0 of 1	0 of 1	1 of 1

Summary:

The main positive impacts against:

- The Well-being Objectives are that the proposal is that it develops the workforce for the future, developing the environment and infrastructure for business to flourish. There will be less staff driving to and from work, minimising environmental damage through prevention of pollution. Many staff wanted a more flexible working environment – this contributes to the Well-being Objective to promote good emotional well-being and improved mental health.
- The Sustainable Development Principles are that the proposal would support the long-term objective of the Council moving to an agile working environment whilst reducing the

risk of a security breach.

- The Protected Characteristics and Welsh Language are that the proposal will support those staff with disabilities that have issues with access to buildings whilst also improving mental health and supporting pregnancy and maternity. Staff will be able to continue to use their Welsh Language skills whilst working away from the office.

No negative impacts have been identified against the Well-being Objectives, the Sustainable Development Principles, the Protected Characteristics and Welsh Language, and Biodiversity.

ELLIS COOPER
CHIEF EXECUTIVE

COUNCILLOR ANDREW BARRY
CABINET MEMBER FOR GOVERNANCE
AND CORPORATE SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Remote Working Policy	13/11/2020	Attached
Does the report contain any issue that may impact the Council's Constitution?		No

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.