

FULL COUNCIL - INFORMATION REPORT

Date Written	1 st March 2024
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Service Area	ICT
Exempt/Non Exempt	Non Exempt
Committee Date	20 th March 2024

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 in engage in remote/agile working. The policy has been updated to incorporate guidelines around the use of virtual backgrounds in remote meetings.

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 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 HR, the Head of Legal Services, the Portfolio Member for Governance and Resources, and the Unions.
- 2.6 The Information Governance Forum is authorised to update and amend the Information Security Policy and this supporting operational policy following consultation with the Portfolio Member for Governance and Resources.

3.0 Update to the Remote Working Policy

- 3.1 Effective [27/2/24], the County Borough Council has incorporated guidelines regarding the use of virtual backgrounds in our Remote Working Policy (Section 2.10 of the policy). This addition aims to ensure a consistent and professional appearance during virtual meetings, especially those representing the Council.
- 3.2 Only corporately sanctioned virtual backgrounds provided by the County Borough Council during official meetings must be used. These can be found on the Intranet.
- 3.3 Users must select virtual backgrounds with professionalism in mind, avoiding any that may be deemed offensive, inappropriate, or distracting.
- 3.4 Adhere to the branding and design standards set forth by the County Borough Council for a cohesive visual identity.

4.0 FINANCIAL IMPLICATIONS

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

5.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Neutral
1. Merthyr Tydfil Well-being Objectives	4 of 4	0 of 4	0 of 4
2. Sustainable Development Principles	5 of 5	0 of 5	0 of 5
3. Protected Characteristics (including Welsh Language)	2 of 10	0 of 10	8 of 10
4. Socio-economic Disadvantage	3 of 6	0 of 6	3 of 6
5. Decarbonisation	4 of 6	0 of 6	2 of 6
6. Biodiversity and the resilience of Ecosystems	Maintained	Enhanced	Reduced
	1 of 1	0 of 1	0 of 1
7. Consultation and Engagement	Undertaken	Due to be Undertaken	Not Required
	1 of 1	0 of 1	0 of 1

8. Data and Evidence		Yes	No
		1 of 1	0 of 1
Summary			
The main positive impacts are:	Merthyr Tydfil Well-being Objectives Sustainable Development Principles Consultation and Engagement Data and Evidence		
The main negative impacts are:	N/A		

ELLIS COOPER
CHIEF EXECUTIVE

COUNCILLOR ANDREW BARRY
CABINET MEMBER FOR GOVERNANCE
AND RESOURCES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Remote Working Policy v10.0	27/02/2024	IT
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.