

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	2nd September 2024
Item of business	24 COU 10
Details	IT Upgrade and Bring Your Own Device Policy report
Purpose of Report	To provide and update on the IT upgrade works and to consider and adopt a Bring Your Own Device Policy.
Power/authority	Local Government Act 1972, s111 – power to do anything incidental to discharge of Council’s powers and functions
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the report • approve the Bring Your Own Device policy

1. Introduction

At the meeting held on 1st July, Members resolved to approve the purchase of 4 new PCs and to authorise the Town Clerk to instruct Core IT to make the necessary arrangements to upgrade the Council’s IT systems and to upgrade the Council’s current IT package.

2. Update on IT upgrade works

The new PCs were installed on 21st August and the necessary works to upgrade the IT system to ensure compliance with cyber security measures were also completed by this date.

All officers have been fully trained on how to use the new system and onboarding instructions have already been shared with Members to enable them to access their town council emails. Members will have a period of 14 days, commencing Monday 2nd September, to setup access to their town council emails on their devices following the instructions that have been circulated. In the event that Members experience any

issues, Members are advised to contact officers in the first instance who will then refer to the Council's IT provider if further support is required.

A drop in session for Members will be scheduled, at a mutually agreed time, to assist anyone experiencing ongoing issues.

3. Bring Your Own Device Policy

In line with recommended cyber security measures, the Council's IT provider has advised that the Council adopt a Bring Your Own Device Policy. The aim of this policy is to provide clear guidance for the use of personal devices to access Council emails to ensure that the security of the Council's data is maintained.

A Cyber Security Policy will also be required and this will be drafted and brought to Members for consideration at the next meeting.

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- note the report
- approve the Bring Your Own Device Policy