

BRISTOL CITY COUNCIL

Audit Committee

8 April 2011

Report of: Strategic Director (Corporate Services)

Title: Update on the take up of online Information Security training

Ward: N/A

Officer Presenting Report: Manager, Information Management

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RECOMMENDATION

That the Audit Committee notes the information in the report.

Summary

Information Security remains Red on the Corporate Risk Register.

A key action to mitigate the risk is to ensure that all staff take a short mandatory training course. In November and January uptake of the training was well below target, and the Committee asked for a progress report in April.

The significant issues in the report are:

Only 60% compliance has been achieved against a target of 90%.

Recent actions by the security team have increased this figure but it remains inadequate. The team are taking more action to achieve the 90% target.

Policy

1. The council's Information Security policy is available at <http://intranet.bcc.lan/ccm/navigation/policy-and-procedures/information-management/information-security/>.

Consultation

2. Internal

Plans to improve security are agreed by the Information Assurance Board and the Strategic Leadership Team.

3. External

Security plans and standards conform to external recommendations, in particular those the central government authority on Information Assurance, CESG – <http://www.cesg.gov.uk/>).

Context

4. In November 2010 I reported to this Committee on progress and plans to improve information security. The committee was overall satisfied with measures taken, but asked for a progress report on uptake of mandatory staff security training. When I reported on this in January uptake was well below target at 41% of staff completing the training.
5. By March 2011 takeup levels were still low. A check on the methods used to calculate the takeup figure revealed an error, but correcting this made only a marginal improvement. The team therefore took the following actions:
 - Sent further reminders to all who had failed to do the training
 - Wrote to Directorate Leadership Teams with names of staff who hadn't done the training, asking them to increase takeup in their areas.
6. By the time of writing this has produced an increase to 60%. This is still not enough, and the team plans the following:
 - Analysis by team to identify key areas of low takeup, followed by individual discussions with the managers of those areas.
 - Personal e-mail from Will Godfrey (SIRO) to each individual who has failed to do the training.

Proposal

7. Audit Committee are asked to note the information in this report.

Other Options Considered

8. None relevant

Risk Assessment

9. Information Security remains at Red on the Corporate Risk Register.

The actions reported here will continue to mitigate that risk.

Equalities Impact Assessment

10. Not relevant

Legal and Resource Implications

Legal

None sought

Financial

The work described in the report is being undertaken within existing budgets.

Land

Not Applicable

Personnel

Potential for disciplinary proceeding against individual members of staff.

Appendices:

None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None