

CONFIDENTIAL

Agenda Item No.5 (b)

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority.

DERBYSHIRE COUNTY COUNCIL

CABINET MEMBER FOR COUNCIL SERVICES

20 October 2014

Report of the Strategic Director of Corporate Resources

Use of Internet & E-mail Services

1 Purpose of Report

To provide an update relating to the Council's internet and e-mail services and to propose the withdrawal of personal internet and e-mail use by employees.

2 Information and Analysis

The Council's internet and e-mail services are provided by Fujitsu under a managed service contract which commenced in July 2011. The use of the services provided under the contract has increased significantly, with total internet activity increasing by over 120% since March 2012.

The services provided include public access use from libraries, children's homes, homes for older people etc. However not all of the increased use can be attributed to increased public access.

The current policy relating to the use of the Council's Internet and e-mail services allows employees to access the internet on Council devices and use their DCC email address for personal use in non-work time. At the time when this policy was first introduced there was a desire to increase the ICT skills of the workforce for the benefit of the Council and this concession has been valued by employees.

The current Internet and e-mail policy was first introduced in June 2004 and last reviewed in 2011. In light of changes in technology and the wider availability of internet and e-mail services and the potential costs of upgrading existing e-mail and internet services, as set out below, it is

proposed that the personal use of the Council's e-mail and internet services by employees be withdrawn by the end of December 2014.

Any personal use of the internet and e-mail services uses capacity that would otherwise be available for business use and this issue has been discussed with trade union representatives as part of the Employment Policies CJC workstream who were supportive of an approach which raised awareness and reminded employees of their obligations under the existing policy. The withdrawal of the personal use of the e-mail and internet services by employees has been the subject of consultation with the trade unions, including at a CJC workstream on 16 October 2014, the emphasis of the consultation following the approval of this report will be how to manage jointly the transition to the withdrawal of these facilities by the end of December 2014.

3 Financial Considerations

If it becomes necessary to upgrade the internet service the additional cost is estimated to be £44k per annum. In addition upgrades to the Council's internal data network would also need to be considered.

To provide additional storage for the e-mail service, extra server capacity may be required at an estimated cost of £28k for installation and £20k per annum. At the current growth rate an extra server will be required each year.

4 Human Resources Considerations

The internet and email policy is not a term and condition of employment and is therefore not subject to the need to reach collective agreement with the trade unions. It is, therefore, a matter for the Council to decide the extent of the private use of the internet and e-mail services by employees.

In order to ensure that there is a smooth transition to no personal use, it will be important that there is effective communication with employees regarding the change in policy.

5 Legal and Human Rights Considerations

Although, as described in the report, employees have enjoyed the benefit of access to the Council's internet and email services, such access does not represent a contractual term of employment and the benefit may be withdrawn or amended at the Council's discretion.

6 Other Considerations

In preparing this report, the relevance of the following factors has been considered: prevention of crime and disorder, environmental, health, equality and diversity, property and transport considerations.

7 Key Decision?

No.

8 Is it necessary to waive the call-in period?

No.

9 Officer's Recommendation

- i) That the Cabinet Member approves the withdrawal of personal use of the Council's internet and e-mail services by employees as detailed in the report.
- ii) That this report be made public after the Cabinet Member's meeting.

Judith Greenhalgh
Strategic Director of Corporate Resources