

## **COUNCIL HOUSE SECURITY**

### **SUMMARY**

- 1.1 This report provides further information in response to security issues raised by Committee.

### **RECOMMENDATIONS**

- 2.1 To note the report.

### **REASON FOR RECOMMENDATIONS**

- 3.1 The report is for members' information.

### **SUPPORTING INFORMATION**

- 4.1 At the meeting on 27 March 2013, members raised the issues of security at the Council House and the confidentiality aspects surrounding certain teams within the Council House that deal with personal and sensitive data. At the meeting on 26 June 2013, committee requested that a report be brought to the September meeting to provide an update on what measures are being proposed/implemented to address the security concerns.
- 4.2 In terms of physical security of the Council House, Members were concerned that the doors by main reception were not security controlled and members of the public could gain access to the lifts and the staircase to the 1st and 2<sup>nd</sup> floors.
- 4.3 The secure zone was designed to be the doors leading from the staircase to meeting rooms or Mayor's reception and glass barriers to Council Chamber on the first floor and to the meeting rooms, viewing gallery and public gallery on the second floor. It is now proposed to install a swipe card reader on the door giving access to the stairs by the side of the reception desk. This will have to be de-activated whenever public access is required to the chamber, public gallery or mayor's functions.

- 4.4 Concerns have been expressed over the proposed implementation of swipe card access to the doors. Under the Local Government Act 1972 the council is required to allow the public access to meetings, and under the Local Government (Access to Information) Act 1985, this access was extended to include sub-committees.
- 4.5 At the March meeting, Members also discussed issues around confidentiality within the open plan working areas. The key concern was the potential that personal or sensitive data could be viewed on computer screens.
- 4.6 This issue has been raised by the Information Governance Manager at the Information Governance Board. The Board took the decision to trial the use of “screen filters”. An initial 100 were purchased at a cost of £5,000. At present they have been put on screens in the area of the 1<sup>st</sup> floor occupied by the Legal Division and the Governance and Assurance Division. Also filters are being used on those screens in HR that are visible from general walkways.

## OTHER OPTIONS CONSIDERED

- 5.1 None noted.

**This report has been approved by the following officers:**

<b>Legal officer</b>	Janie Berry, Director of Legal & Democratic Services
<b>Financial officer</b>	n/a
<b>Human Resources officer</b>	n/a
<b>Estates/property officer</b>	Gethyn Davies, Project Manager
<b>Service Director(s)</b>	n/a
<b>Other(s)</b>	

<b>For more information contact:</b>	Richard Boneham Head of Governance and Assurance, 01332 643280 <a href="mailto:richard.boneham@derby.gov.uk">richard.boneham@derby.gov.uk</a>
<b>Background papers:</b>	None
<b>List of appendices:</b>	Appendix 1 – Implications

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 None directly arising.

**Legal**

- 2.1 As detailed in the main body of the report

**Personnel**

- 3.1 None directly arising.

**Equalities Impact**

- 4.1 None directly arising.

**Health and Safety**

- 5.1 None directly arising.

**Environmental Sustainability**

- 6.1 None directly arising.

**Asset Management**

- 7.1 None directly arising.

**Risk Management**

- 8.1 Sound risk management practices are a key principle of good governance.

**Corporate objectives and priorities for change**

- 9.1 The functions of the Committee have been established to support delivery of corporate objectives by enhancing scrutiny of various aspects of the Council's controls and governance arrangements.

