

Committee to consider applications to undertake certain duties by Members and foreign travel by Officers

10:15*	Tuesday, 24 January 2017	Committee Room 1, County Hall, Chelmsford, Essex
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***Please note:** This Committee will commence at the time shown above, or on the rise of the Cabinet meeting to be held that morning, whichever is the later.

Quorum: 3

Membership:

M Danvers
D Finch
M Mackrory
D Madden
J Reeves

For information about the meeting please ask for:

Jennifer Reid, Committee Officer

Telephone: 033301 31332

Email: jennifer.reid@essex.gov.uk



Essex County Council

Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972.

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Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

	Pages
1	Apologies for Absence
2	Minutes of the last meeting 5 - 8
3	Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct
4	Officer Travel to Berlin 1-3 March 2017 9 - 18
5	Urgent Business To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

6	Urgent Exempt Business To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.
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Minutes of the meeting of the Committee to consider applications to undertake certain duties by Members and foreign travel by Officers, held in Committee Room 1 County Hall, Chelmsford, Essex on Tuesday, 13 December 2016

Present:

Councillors:

Michael Danvers
David Finch Chairman
Mike Mackrory

The following Officers were in attendance throughout the meeting:

Paul Turner Interim Monitoring Officer
Sophie Crane Corporate Governance Officer
Jennifer Reid Committee Officer

1 Apologies for Absence

Apologies were received from Councillor Madden and Councillor Reeves.

2 Minutes of the last meeting

The minutes of the meeting held on 20 September 2016 were approved as correct record and signed by the Chairman.

3 Annual Report

Members received FTC/13/16 requesting the approval of the Committee to publish the annual reports on foreign travel for 2014-15 and 2015-16. The reports contain details of foreign travel where teams have pre-approval from the Committee.

The Chairman commented on the difficulty of judging the benefits of these trips to Essex County Council and that it would be useful for future annual reports to include a brief summary of the visit. The Monitoring Officer confirmed that as these teams are pre-approved for foreign travel by the Committee, detailed reports on individual visits are not currently requested.

Members commented that it would be beneficial for future reports to show more clearly where there is no net cost to the council, allowing for external funding or income generated, and provide total of costs both net and gross.

Resolved

1. That the reports at appendix 1 and 2 be published on the Council's website subject to the addition of totals in Appendix 1 .
2. That the report for 2016/17 be prepared in summer 2017 and the policy of producing an annual report be reviewed at that time.
3. That consideration be given to the format of the report in future to highlight where foreign travel does not incur cost to Essex County Council.

4 Confirmation of action taken since last meeting - Approval for Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference

The Committee considered report FTC/14/16 by the Secretary to the Committee, which sought to confirm the action agreed in principle since the last meeting regarding proposed Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference.

Resolved

That the action agreed in principle since the last meeting of the Committee to approve in principle Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference 2 and 4 November 2016 at an estimated cost of £900 plus VAT, be confirmed.

5 Feedback from Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference

The Committee noted report FTC/15/16 provide feedback from Councillor Dick Madden following his attendance at the National Children and Adult Services (NCAS) 2016 Conference.

6 Feedback from Member Attendance at the CCN Conference 2016

The Committee noted report FTC/16/16 which provided feedback following the attendance of Councillor Finch, Councillor Bentley, Councillor Madden, Councillor Mackrory, Councillor Henderson and one officer, Peter Fairley at the County Councils Network (CCN) annual conference in Surrey 6th – 8th November 2016.

The Chairman commented on the value of including copies of conference programs, agendas or itineraries with future feedback reports to the Committee.

7 Feedback from Member Travel to China

The Committee received report FTC/17/16 which provided feedback (report attached) from Councillor Dick Madden following his visit to China in October 2016.

8 Date of Next Meeting

The Committee noted that the next meeting would be held on Tuesday 24 January 2017 at 10.15am or on the rising of the Cabinet meeting to held that morning, whichever is the later.

Chairman

Report title: Officer Travel to Berlin 1-3 March 2017	
Report to: Committee to Approve Foreign Travel by ECC Officers and Members	
Report author: Jennifer Reid, Committee Officer	
Date: 24 January 2017	For: Decision
Enquiries to: Jennifer Reid, Committee Officer	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for David Wilde, Executive Director for Place Operations and Chief Information Officer to travel to Berlin to attend the Information Security Governance in Public Institutions Conference between 1 -3 March 2017.

2. Recommendations

- 2.1 That foreign travel to Berlin by David Wilde, Executive Director for Place Operations and Chief Information Officer, to attend the Information Security Governance in Public Institutions Conference between 1 -3 March 2017, be approved.

3. Background

- 3.1 As David Wilde will be speaking at the conference, all travel and accommodation costs will be covered by the conference organisers therefore there will be no cost to Essex County Council.
- 3.2 David Wilde has proposed to take annual leave to cover the duration of the conference.

Appendices

1. Foreign travel application form
2. Information Security Governance in Public Institutions Conference program

Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 who do not have prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

Employee name(s):	Job title(s):
David Wilde	Executive Director Place Operations and CIO

Purpose/reason justifying the visit:

Details:

To represent Essex on a Europe wide agenda regarding information governance, security and assurance as we are internationally recognised as a leader in these fields and to inform international thinking in these critical areas as one of the keynote speakers.

Anticipated value / benefit to ECC / Essex:

Details:

This engagement continues to build on our already strong reputation and positioning in the field of information and provides the opportunity to shape thinking in an ever more critical arena around collaboration, security and intelligence. Essex also has direct connections with some of the countries involved in this field through our ports and airports, in turn linked to information security and sharing around logistics and law enforcement which will become more important as we become more digitally enabled.

Details of visit – dates, itinerary, people/organisations to be visited:

Include also potential engagements –state not yet finalised where this is the case.

Details:

1 -3 March 2017 Berlin, agenda and other details contained in the attached document

Estimated costs:

Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Travel	No costs to the council as all travel and accommodation are being paid for by the organisers		
Accommodation			
Time	I will be happy to take the time away as annual leave to ensure there is no cost to the council		

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date
Gavin Jones		13/01/2017

Comments:

Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date

Information Security Governance in Public Institutions

8.30-9.00

Registration and Handout of Seminar Material

9.00-9.05

Opening Remarks from the European Academy for Taxes, Economics & Law

9.05-9.30

Welcome Note from the Chair

Erik Boers, Senior Business Advisor, Head of Quality & Risk Management, Netherlands Tax and Customs Administration, Ministry of Finance, the Netherlands

Roles, Responsibilities, Organisational Buy-In and Awareness Building

9.30-10.15

Ideal Organisational Definition and Embedment of Information Security

- What can and what should information security deal with?
- What should be the state of mind of the information security officer?
- "Prototypes" of embedment of information security in public institutions
- Guidelines for sharing information
- Compromise between information security and economical issues – how to connect availability and efficiency
- Pattern of information security's daily work

David Wilde, Executive Director for Place Operations and Chief Information Officer, Essex County Council, United Kingdom

10.15-10.30

Discussion Round

10.30-11.00

Coffee Break and Networking Opportunity

11.00-11.45

Reporting Duties and Possibilities towards Top Management

- Necessary input to senior level
- Patterns of demonstrating information and updates
- Compromise between efficiency and confidentiality
- Optimal frequency of communication and meetings

Yvonne van den Bos, Senior Advisor/Business Continuity Officer, Central Staffboard Business Operations, Ministry of Finance, the Netherlands

11.45-12.00

Discussion Round

12.00-13.00

Lunch Break and Networking Opportunity



ERIK BOERS

Senior Business Advisor, Head of Quality & Risk Management, Netherlands Tax and Customs Administration, Ministry of Finance, the Netherlands

Erik Boers is Senior Advisor to the Central Staff Board Business Operations of the Netherlands Tax Administration and currently

Head of Quality & Risk Management. In his career he has been working in the field of planning, finance and control, staff officer and also as a manager. He is an experienced trainer and project leader. Over the years he specialised in risk management and controlling. His purpose is to make risk management accessible to all levels of the organisation. He combines this knowledge with vast experience in process redesign, process improvement and in developments such as lean management, administrative logistics, planning and forecasting.



DAVID WILDE

Executive Director for Place Operations and Chief Information Officer, Essex County Council, United Kingdom

David Wilde was appointed Executive Director for Place Operations in June 2015. He is also currently CIO for Essex County Council. He has established a strategy

and delivery programme based on cloud adoption, supporting economic growth, shared services through collaboration and self service through digital engagement including take-up of social media. Cost reductions of almost £15 million have been achieved whilst transforming ICT services, in turn supporting the achievement of over £100 million in wider efficiencies. David Wilde was previously CIO for Westminster City Council where he set up and implemented an exciting new ICT strategy based on the principles of customer centric service delivery, resulting in cost reductions of over 30% and dramatically improved customer satisfaction levels. Prior to that, David was CIO at the London Borough of Waltham Forest, with responsibility for the Council's access to services strategy. Earlier roles included Head of e-Business and Head of Internal and Electronic Communications for the Office of the Deputy Prime Minister (ODPM).



YVONNE VAN DEN BOS

Senior Advisor/Business Continuity Officer, Central Staffboard Business Operations, Ministry of Finance, the Netherlands

Since 2005, Yvonne van den Bos has been working in the field of business continuity

focusing on information security. Her main areas are business perspective, awareness and management commitment. Her activities also cover tasks of the quality management and the risk office management (specialisation in labour law) and a post-graduate certificate in Human Resources Management.



European Academy
for Taxes, Economics & Law

13.00-13.45

Where Do Interferences and Conflicts Commonly Occur?

Information security relating to

- IT security
- Information security and the human factor
- Internal and external auditors
- Whistle blowers

Angelika Mann, InfoSec Policy Officer, European Space Agency (ESA)

13.45-14.00

Discussion Round

14.00-14.45

How to Keep Compliance High and Resistance Low

- Common reasons for resistance against information security efforts
- Execute lobbying for information security
- Outline of internal training and exercise
- Formulation of teaching documents and manuals

Yvonne van den Bos, Senior Advisor/Business Continuity Officer, Central Staffboard Business Operations, Ministry of Finance, the Netherlands

14.45-15.00

Discussion Round

15.00-15.30

Coffee Break and Networking Opportunity

15.30-16.15

Which Steps to Tackle when Introducing Information Security to the Organisation

- Basic principles when giving top priority to information security
- How to quickly examine the particular organisation's features
- Suitable set up of steps when introducing information security capacities
- Setting up time frames

David Wilde, Executive Director for Place Operations and Chief Information Officer, Essex County Council, United Kingdom

16.15-16.30

Discussion Round



ANDREAS SCHMIDT
Chief Information Security Officer (CISO), Federal Ministry for Economic Affairs and Energy, Germany

Andreas Schmidt has been working as Chief Information Security Officer (CISO) at the Federal Ministry of Economics and Energy (BMWi) in Germany since 2011.

He is also in charge of the IT project management. Prior to this, he was responsible for security for the digital radio of the BOS (Behörden und Organisationen mit Sicherheitsaufgaben: Public institutions of high security significance) authorities, and was active as an IT Security Officer at the Federal Ministry of Interior. As an ISO 27001 Auditor and IS Auditor, Andreas Schmidt also carries out audits and revisions, among others, according to the methodology of the IT baseline protection of the BSI (Bundesamt für Sicherheit in der Informationstechnik), the German Federal Office for Information Security.



ANGELIKA MANN
InfoSec Policy Officer, European Space Agency (ESA)

Since 1994, Angelika Mann has been working in the IT sector as a Project and Service Manager for complex IT Security projects/services, as a Manager of the ESA Computer and Emergency Response Team (ESACERT) and Senior Advisor to all CIS related matters. She is an experienced lead auditor and manager and combines her knowledge of IT governance with her vast experience in IT implementation.

Making it Real

Workshop

16.30-17.45

Which Steps to Undertake in Case of Information Breaches or Security Incidents?

Comprehensive information security governance does not only deal with the avoidance of incidents, but also conceives the measures to undertake in case of emergency.

Which kinds of incidents to track?

Alarm chain: Who notices and has to signal?

Whom to involve and how?

Conception of the counter measures: Information obligations, legal obligations, compliance pre-settings

After an introductory speech the participants are divided into groups where they develop a strategy to quickly assess emergency situations.

Andreas Schmidt, Chief Information Security Officer (CISO), Federal Ministry for Economic Affairs and Energy

17.45

End of Day One

Information Security Governance in Public Institutions

9.00-9.05

Welcome Note from the Chair
Angelika Mann, InfoSec Policy Officer,
European Space Agency (ESA)

Information and Exchange of Information

9.05-9.45

**What Are the Central Guidelines and
Containments Regarding Information
Communication Systems?**

- Directives, policies, guidelines, best practices?
- Information at rest (computer, USB devices, storage)
- Information in transfer (mobile devices, e-mail, networking)
- Shared information (private/public cloud, file server)
- Social media and search engines such as Facebook, Twitter, Google

Angelika Mann, InfoSec Policy Officer,
European Space Agency (ESA)

9.45-10.00

Discussion Round

10.00-10.30

Coffee Break and Networking Opportunity

10.30-11.15

**How to Conduct Inter-Organisational
Exchange of Information Properly**

- How to classify 'internal' documents
- The Need-to-Know-Principle
- Handling of classified/unclassified data
- Control of classified/unclassified data

Angelika Mann, InfoSec Policy Officer,
European Space Agency (ESA)

11.15-11.30

Discussion Round

Challenges when Recording and Storing

11.30-12.15

Archiving Information Properly

- Preservation guidelines
- Assuring access for the right people
- How to destroy documents properly

Alexandre Diemer, Chief Information Security Officer,
Council of Europe

12.15-12.30

Discussion Round

12.30-13.30

Lunch Break and Networking Opportunity



ANGELIKA MANN

**InfoSec Policy Officer,
European Space Agency (ESA)**

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ALEXANDRE DIEMER

**Chief Information Security
Officer, Council of Europe**

Since 2009, Alexandre Diemer has been working as Chief information Security Officer for the Council of Europe. His work includes major projects such as developing IT security policy and business recovery plans or risk analysis. He is responsible for security matters of internal projects and controls the implementation of security requirements. During his 12 years of professional experience in IT security he has been in charge of technical infrastructures, technical security and security awareness.

***“Information security is top priority
and not just nice to have.”***



European Academy
for Taxes, Economics & Law

13.30-14.15

Maintaining Information Security for Recordings

- How to manage recordings
- Features of video recordings
- Features of audio recordings
- Storing recordings

Alexandre Diemer, Chief Information Security Officer, Council of Europe

14.15-14.30

Discussion Round

14.30-15.00

Coffee Break and Networking Opportunity

Information Security and Risk Management

Workshop

15.00-16.45

Risk Management Applied on Information Security Processes

Suitable information security wouldn't be complete without comprehensive information risk management. What elements of information security risk management are of particular interest for your organisation?

Outline of (general) risk management

Communicative risk management

Risk culture

Risk dialogue

Introduction to case study

After a presentation the participants are divided into groups to complete group assignments. The results will be presented in the plenum.

Erik Boers, Senior Business Advisor, Head of Quality & Risk Management, Netherlands Tax and Customs Administration, Ministry of Finance, the Netherlands



ALEXANDRE DIEMER **Chief Information Security Officer, Council of Europe**

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Erik Boers is Senior Advisor to the Central Staff Board Business Operations of the Netherlands Tax Administration and currently Head of Quality & Risk Management. In his career he has been working in the field of planning, finance and control, staff officer and also as a manager. He is an experienced trainer and project leader. Over the years he specialised in risk management and controlling. His purpose is to make risk management accessible to all levels of the organisation. He combines this knowledge with vast experience in process redesign, process improvement and in developments such as lean management, administrative logistics, planning and forecasting.

16.45

End of Seminar and Handout of Certificates

“Valuable forecast about the biggest challenges about to come.”