

CABINET SPOKESPERSON FOR CORPORATE SERVICES

RESPONSE TO MR J R'S LETTER DATED 31ST AUGUST, 2020 FOR THE COUNCIL MEETING TO BE HELD ON THE 26TH NOVEMBER, 2020

1. How many people do BMBC employ including its sub-contractors?

4540 - BMBC and Schools

3150 - BMBC

We would not know how many employees all our contracted services employ.

2. During the pandemic

a. How many worked at their normal office station?

During the pandemic the following buildings have been open partially or fully throughout the period or were reopened when government guidance allowed with employees in some buildings working on a rota basis with reduced capacity due to social distancing:

**Smithies Depot
Gateway Plaza
Westgate Plaza
Wellington House
The Glassworks
Beevor Court
Barnsley Town Hall
Digital Media Centres
Mount Osborne
Libraries
Museums (except Experience Barnsley)
Family Centres
Lift Buildings
Day Centre
Children's Home
Children's Respite**

It is not possible to put an exact figure on the number of employees who are occupying these sites as it can change on a daily basis due to rotas in place and safe ways or working in place.

b. How many worked from home?

Information gathered from our staff survey shows that 79% of employees are working from home.

c. How many were sent home, and not to work and placed on the Governments Furlough Scheme?

There were no employees placed on the Furlough Scheme.

3. For employees working from home what conditions were put in place to prevent family members and friends from having access to their workstations and equipment. Who approved these conditions to ensure the security of the equipment and the compliance with the Data Protection Act?

All our equipment is password protected and our employees are taught and refreshed regularly how to protect the council's information assets and data. Part of this training is ensuring that our employees lock their screens whenever they are away from their workstation. Screens lock automatically should the homeworker be away from their desk / not interact with the PC for more than 5 minutes. All mobile phones and PCs / laptops / tablets are encrypted.

Our security measures are compliant with the requirements of PSN, DSP Toolkit and Cyber Essentials, and as such we are penetration tested regularly and comprehensively audited every year. We immediately implement further recommendations made to us by the National Cyber Security Council and are active participants in the Yorkshire and Humber Warning & Reporting Point service. In addition, we run regular phishing exercises, issue short training refreshers and encourage employees to report cyber security issues. We are fully compliant with the requirements of GDPR and therefore the Data Protection Act that the regulations succeeded. The council has in post a Data Protection Officer to give an objective assessment of measures and report these directly to IG Board and Senior Management Team.

Our Information Governance and Cyber Security measures are approved by and reported to our Information Governance Board, chaired by Senior Information Risk Owner Shokat Lal (Exec Director Core Services) and deputy chair David Robinson (Service Director Customer Information and Digital Services), with attendance from the Council's Caldecott Guardians.

4. What has been done to ensure employees working at home have an approved designated workplace which meets the conditions in workplace health and safety legislation?

The Council had/has existing home working arrangements that have been reviewed and extended to reflect the increased number of employees working at home. This includes a standard workstation/display screen equipment assessment based on/referring to guidance issued by the Health and Safety Executive (HSE). The outcomes of these assessment are acted upon and where suitable home working cannot be achieved office accommodation is available.

All staff working from home have been given the option of having a desk ordered to their home and a budget was provided. There were 4 options given including a cardboard fold up desk.