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<b>Subject:</b>	<b>BRING YOUR OWN DEVICE (BYOD) POLICY</b>
<b>Meeting and Date:</b>	<b>Cabinet – 9 May 2022</b>
<b>Report of:</b>	<b>Brinley Hill, Head of Community and Digital Services</b>
<b>Portfolio Holder:</b>	<b>Councillor Chris Vinson, Portfolio Holder for Finance, Governance, Digital and Climate Change</b>
<b>Decision Type:</b>	<b>Executive Non-Key Decision</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** To allow DDC staff to use personal smart devices to access DDC Microsoft 365 applications and data.

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**Recommendation:** To approve a new project and policy implementing processes and security enabling staff the flexibility of using personal smart devices for work.

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## 1. Summary

1.1 This project will allow DDC staff to utilise personal mobile phones/tablets (smart devices) for work purposes, giving greater flexibility of working and potentially saving DDC money in handset replacements. Phase 1 of the project will be DDC employees initially, we will then look to extend the project to include rolling out Bring Your Own Device (BYOD) scheme to Members. The Portfolio Holder for Finance, Governance, Digital and Climate Change is currently on the BYOD pilot scheme.

## 2. Introduction and Background

2.1 DDC currently has over 300 mobile phone contracts for staff. The contracts purchased are SIM only and DDC purchases handsets (i.e. mobile phones) separately. Giving better flexibility of contracts.

2.2 Approximately every 5 years these handsets must be replaced due to handset models only being supported by the manufacturers for this time. After this period, security updates and applications used by DDC are no longer supported. The cost of replacing this number of handsets is £96,000.

2.3 Utilising a range of security options included in DDC's Microsoft 365 subscription, staff are able to securely access work applications such as Microsoft Teams, Outlook, Word and Excel on their personal phones/tablets.

2.4 The SIM-only contracts o2 provide to DDC can also be added to their personal phones using eSIMs (a virtual SIM card). These are added as a second number onto their phones and can be turned on/off separately to their personal number, allowing them to effectively turn off their work number out of hours.

2.5 A Bring Your Own Device (BYOD) policy (see Appendix 1) has been created for approval to allow staff to make use of the functionality o2 and Microsoft provides.

### **3. Identification of Options**

- 3.1 Stay as is – Do not adopt BYOD policy.
- 3.2 Approve BYOD policy to enable staff the option of using personal devices for work.

### **4. Evaluation of Options**

- 4.1 The option to continue not allowing BYOD has been considered. Continuing without BYOD will cost DDC more money in mobile handset replacements and mean they have to carry around multiple mobile phones.
- 4.2 As well as enabling staff to work more flexibly using their own mobile devices. This policy will save DDC some of the cost of replacing mobile handsets and will create less waste. The recommendation is to approve the BYOD policy.

### **5. Resource Implications**

- 5.1 The security functionality required to enable BYOD in a secure way is already included in DDC's Microsoft 365 subscription, there will be no cost in implementing this.
- 5.2 Using forms and automation in 365, the process in enabling staff to request the ability to use their own device and enable it will not require a lot of staff time. This can be enabled by Digital Services.

### **6. Climate Change and Environmental Implications**

- 6.1 The Climate Change Officer has been consulted in preparation of this report and has highlighted that Bring Your Own Device will have the advantage of reducing waste.

### **7. Corporate Implications**

- 7.1 Comment from the Section 151 Officer (linked to the MTFP): Accountancy has been consulted on the report and have no further comments to add. (LS)
- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

### **8. Appendices**

Appendix 1 - BYOD Policy

### **9. Background Papers**

None.

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