

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 10th FEBRUARY 2026**

**BRIEFING NOTE
ANNUAL GOVERNANCE ANNUAL RETURN (AGAR)
NEW ASSERTION 10 – INFORMATION TECHNOLOGY (IT) POLICY**

1. INTRODUCTION

- 1.1 As reported to the Budget and Policy Committee Meeting on the 13th January, as part of the yearly audit of governance and compliance Councils will, in future, need to adhere to Assertion 10 on the Annual Governance Statement. This is a new requirement which will take effect for the current financial year (ie it needs to be satisfied prior to financial year end 2025-26).
- 1.2 One of the requirements is to have a formal IT Policy. The Council has an Information and Data Protection Policy in place which is available on the website, but it currently does not have an adopted IT Policy.
- 1.3 Further to the discussion at the January Budget and Policy Committee Meeting, I have been able to look it to this matter in more depth to help the Committee consider alternative template IT Policies to update and progress according to the needs of the Council.
- 1.4 Enquiries and investigation have drawn attention to the fact that the Smaller Authorities Proper Practices Panel (SAPPP), which is responsible for providing sector guidance in the form of the *Practitioners Guide*, have also published a template town/parish council IT Policy.
- 1.5 Whilst the discussion at Committee was previously to look to the National Association of Local Councils template in the circumstances it would seem prudent to follow the SAPPP template - it is the body responsible for the financial and auditing framework for local councils.
- 1.6 It is therefore suggested the latter be adopted in full, as appended (Appendix 1 refers) subject to one minor addition regarding the locking of unattended devices.

2. RECOMMENDATION

- 2.1 That the Committee and Council endorse and adopt the enclosed draft Information Technology Policy, prepared in conformity with the SAPPP template, as a basis for discharge of the relevant part of the obligation as set out in Assertion 10.
- 2.2 The instructions of the Committee and Council are sought.

**ADELE CASSIDY
OFFICE & FINANCE MANAGER
TAVISTOCK TOWN COUNCIL
FEBRUARY 2026**