

Committee: Policy, Process and Revenue Committee
Date of meeting: 27th February 2023
Agenda item: 7. Finance procedure update
Report by: Jo O'Donoghue (Town Clerk)

This report is provided following the brute force attack of the Town Clerk's email in June 2022.

A brute force attack uses trial-and-error to guess login info, encryption keys, or find a hidden web page. Hackers work through all possible combinations hoping to guess correctly.

These attacks are done by 'brute force' meaning they use excessive forceful attempts to try and 'force' their way into account(s).

1. Co-operative Bank have increased their security on payments and each payment must be authorized individually giving the user multiple opportunities to verify each payment.
2. The Co-operative Bank verify the sort code and account number of the receiving organisation.
3. FTC has requested dual authority on the existing account to ensure that a council employee sets up a payment which is subsequently authorized by a named signatory to the account. The Co-Operative Bank will supply fobs to enable transactions to be authorized. In the event of the Clerk being unable to access the accounts another member of staff will be able to access the accounts to set up payments.
4. Every invoice is recorded on a spreadsheet and given a unique reference number.
5. All new payees account details are verified via a phone call to a trusted number. The details are recorded.
6. All existing payees who request changes to their sort code and account number are verified via a phone call to a trusted number. The details are recorded.
7. The Town Clerk has contacted the IT service provider to request further security on FTC email accounts to prevent a further brute force attack. A quote has been provided.
8. The Town Clerk has completed the following relevant training:
 - FILCA (SLCC) 16/12/22
 - Introduction to cyber security (University of York) 15/12/22
 - Budget overview (DCK Accountants) 19/01/23
 - Internal controls (ChALC) 16/02/23
9. The Town Clerk will be attending the following relevant training:
 - Managing your cyber security (SLCC) 03/03/23
 - Quotes, Tenders & Contract Management (SLCC) 6th, 13th & 20th July 2023
10. The Administration Officer will be completing ILCA and FILCA by the end of December 2023.