

Compliance Grid 2014-15

Annual cycle; Grid to form evidence for Annual Governance Statement

A Information Audit				
Item	Action & Frequency	Due	Completed? (Yes/No)	
A.1	Information Asset Register	Annual Update	November - complete by end of Q3	Yes (next due Nov 2015)
A.2	Repository Inventory	Annual Update	November - complete by end of Q3	Yes (next due Nov 2015)
A.3	Repository	Annual Update	November - complete by end of Q3	Yes (next due Nov 2015)

B Information Security & Risk								
B.1 DP/FOI/EIR Compliance								
Item	Sub-item	Action & Frequency	Completed? (Yes/No)	No. of staff	No. completed			
B.1.1	Training >> on MIKE	B.1.1.1 Information sharing	Biennial Update	No - In progress	223	5	Biennial Update; update cycle concludes September 2016; new cycle starts October 2016	
	Refresh for staff	B.1.1.2 DP	Biennial Update	No - In progress	223	35		
	(Induction for new starters)	B.1.1.3 FOI/EIR	Biennial Update	No - In progress	223	7		
		B.1.1.4 Q drive General Guidance	Available for use	Yes				
Item	Sub-item	Action & Frequency	No. received	No. within time	No. out of time	ICO Referrals?	Tribunal Referrals?	
B.1.2	Information requests [MoJ figures available]	B.1.2.1 FOI/EIR requests	Annual figures (Q4 outturn)	587 (100%)	582 (99.15%)	5 (0.85%)	3	2
		B.1.2.2 DP Subject Access requests	Annual figures (Q4 outturn)	6 (100%)	6 (100%)	0	0	0
		B.1.2.3 PSI requests	Annual figures (Q4 outturn)	0	0	0		
		B.1.2.4 FOI Publication Scheme	Annual Update (Q4 for new year)	Completed? (Yes/No)	Yes			
Item	Sub-item	Action & Frequency	Yes/No					
B.1.3	Information sharing	B.1.3.1 Leics ISP process	Current process available	Yes				

B.2 Data Quality							
Item	Action & Frequency	Completed? (Yes/No)	Actions arising? (Yes/No)	Recommendations? (Yes/No)	Actions arising & Recommendations for IMG to action		
B.2.1	Data Quality Framework	Annual Update for IMG to complete	Yes	Yes (training awareness)	Yes (Corporate Messenger item)		
Item	Sub-item	Action & Frequency	Yes/No	[new website in process of completion]			
B.2.2	Transparency Agenda	B.2.2.1 Guidance	Available				Yes
		B.2.2.2 Open Data from website	Website updated to current position				Yes
		B.2.2.3 Performance Management Information	Website updated quarterly	Yes			
Item	Sub-item	Action & Frequency	Yes/No				
B.2.3	Performance Management Information	B.2.3.1 Performance Management Framework	Available and current	Yes			
		B.2.3.2 PMITG meetings	5 per council year	Yes (to date)			
Item	Sub-item	Action & Frequency	Yes/No				
B.2.4	Corporate Information Resources	B.2.4.1 Melton Truth	Available and current	Yes (has commenced)			
		B.2.4.2 Melton View	Available and current	Yes (has commenced)			
		B.2.4.3 EDM	[EDM being developed]	(under development)			
		B.2.4.4 Website	Available and current	Yes			

B.3 ICT Security				
Item	Action & Frequency	Annual numbers	Details available (Yes/No)	
B.3.1	ICT Incidents	Annual numbers and details	0 n/a	
Item	Action & Frequency	Report available? (Yes/No)		
B.3.2	Steria Performance	Monthly Melton meeting with performance information; Quarterly partnership meeting with report received	Yes	[Head of Central Services]

MBC Data Management

KEY

DP	Data Protection
FOI	Freedom of Information
EIR	Environmental Information Regulations
PSI	Public Sector Information
ISP	Information Sharing Protocol
IMG	Information Management Group
PMITG	Performance Management Information Task Group
EDM	Enterprise Document Management
ICT	Information and Communications Technology