

Compliance Grid 2013-14

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 2014)
A.2	Repository Inventory	Annual Update	November - complete by end of Q3	Yes (next due Nov 2014)
A.3	Repository	Annual Update	November - complete by end of Q3	Yes (next due Nov 2014)

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 Annual refresh for staff (Induction for new starters)	B.1.1.1	Information sharing	Biennial Update	[due 2014/15]					
	B.1.1.2	DP	Biennial Update	[due 2014/15]					
	B.1.1.3	FOI/EIR	Biennial Update	[due 2014/15]					
	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)	549 (100%)	542 (98.72%)	7 (1.28%)	0	0	
	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			
	Sub-item	Action & Frequency	Completed? (Yes/No)						
	B.1.2.4	FOI Publication Scheme	Annual Update (Q4 for new year)	Yes					
Item	Sub-item	Action & Frequency	Yes/No						
B.1.3	Information sharing	B.1.3.1 Leics ISP process	Current process available	Yes	[Revision due in 2014 - proforma now available]				

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			
B.2.2	Transparency Agenda	B.2.2.1 Guidance	Available	Yes	[new website in process of completion]	
	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 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	[new website being developed]	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]