Annual cycle; Grid to form evidence for Annual Governance Statement

Action & Frequency Due Completed (Fres/Not) All Information Asset Register Annual Update November - complete by end of Q3 Vas (next due Nov 2014) Annual Update November - complete by end of Q3 Vas (next due Nov 2014) Annual Update November - complete by end of Q3 Vas (next due Nov 2014) Annual Update November - complete by end of Q3 Vas (next due Nov 2014)  Information security & Risk  Info									
1.1	Α	Information Audit			0 1 12 (14 (14 )				<u>_</u>
Annual Update November Complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (next due Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **More than a complete by end of Q3 Ver (Nov 2014)  **M									
Annual Jupidate November - complete by end of Q3   Yes (next due Nov 2014)  Information Security & Rick  1.1.   Information Sharing	A.1	Information Asset Register	Annual Update	November - complete by end of Q3	Yes (next due Nov 2014)				
Information security & Rick   St.   Information security & Rick   St.   Information sharing   Sunnal Jupotate   Gue 2017/15   St.	A.2	Repository Inventory	Annual Update	November - complete by end of Q3	Yes (next due Nov 2014)				
1.   Prof/Ord Completed   Test   No. completed   Test   No. completed   Test   No. completed   No. of staff   No. completed   No.	A.3	Repository	Annual Update	November - complete by end of Q3	Yes (next due Nov 2014)				
1.   Prof/Ord Completed   Test   No. completed   Test   No. completed   Test   No. completed   No. of staff   No. completed   No.									
Name	В	·							
1.1.1   Information sharing   Senial Update	B.1								
Action & Frequency   Current process available   Transparency Agenda   Transparency Ag						No. of staff	No. completed		
Induction for new darfers	B.1.1			·					
Rem									
Item		(Induction for new starters)							
Item   Sub-Item   Action & Frequency   Yes/No   Recommendations? (Yes/No)   Actions arising? (Yes/No)   Recommendations? (Yes/No)   Recommen			B.1.1.4 Q drive General Guidance	Available for use	Yes				
Item   Sub-Item   Action & Frequency   Yes/No   Recommendations? (Yes/No)   Actions arising? (Yes/No)   Recommendations? (Yes/No)   Recommen		lhour.	0.1.9					100 0 ( 12	
Mod figures available   Si.1.22   Des bubject Access requests   Annual figures (Q4 outrum)   6 (100%)   6 (100%)   0   0									
B.1.2.3   Foll requests sub-item Action & Frequency Completed? (Yes/No)    Etem Sub-item Action & Frequency Completed? (Yes/No)   Sub-item Action & Frequency Completed? (Yes/No) Recommendations? (Yes/No)   Sub-item Action & Frequency Completed? (Yes/No) Actions arising? (Yes/No) Recommendations? (Yes/No) Reco	B.1.2	•							
Revision due in 2014 - proforman ow available   Revision due in 2014 - proforman ow available		[MoJ figures available]							0
Item					- T	0	0	J	
tem Sub-item Action & Frequency Current process available Yes [Revision due in 2014 - proforma now available]  2.2 Data Quality  The Mark Completed Present Completed Present Current process available Present Current									
Sample   S			B.1.2.4 FOI Publication Scheme	Annual Update (Q4 for new year)	Yes				
Sample   S		lhour.	Cub there	A-A: 0 5	V/N-				
Second   Data Quality   Second   S	D 1 2					[Povision due in 20	114 proforma nov	y availablol	
Item	D.1.3	information sharing	B.1.5.1 Leics is process	Current process available	res	[Revision due in 20	14 - proforma nov	v available]	
Item	D 2	Data Quality							
Recommendary   Reco	D.Z		Action & Frequency	Completed? (Ves/No)	Actions arising? (Ves/No)		Recommendation	as2 (Vas/Na)	Actions arising &
Item Sub-Item Action & Frequency Yes/No 3.2.2 Transparency Agenda B.2.2.1 Guidance Available Yes B.2.2.2 Open Data from website Website updated to current position Yes (new website in process of completion)    Performance Management Information   Performance Information   Performance Management Information   Performance Informat	R 2 1								_
Item	0.2.1	Data Quality Framework	Annual Opuate for five to complete	103	res (training awareness)		res (corporate ivi	essenger item/	for IMG to action
B.2.2.1   Guidance   Available   Yes		Item	Sub-item	Action & Frequency	Yes/No				
B.2.2.2   Open Data from website   Website updated to current position   Yes	B.2.2								
tem Sub-item Action & Frequency Yes/No  Performance Management B.2.3.1 Framework Available and current Yes (b.2.3.2 PMITG meetings Sper council year Yes/No  Item Sub-item Action & Frequency Yes/No  Item Sub-item Action & Frequency Yes/No  3.2.4 Corporate Information Resources B.2.4.1 Melton Truth Available and current Yes (has commenced) B.2.4.2 EDM [EDM being developed] (under development) B.2.4.3 EDM [EDM being developed] (under development) B.2.4.4 Website Inew website being developed] Yes  Item Action & Frequency Annual numbers Details available (Yes/No)  Item Action & Frequency Annual numbers Details available (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting information; Quarterly Quarterly partnership meeting information; Quarterly Quarter						Inew website in process of completion)			
Item					1.55	μ.		,	
Item				Website updated quarterly	Yes				
Performance Management   B.2.3.1   Framework   Available and current   Yes						,			
Performance Management   B.2.3.1   Framework   Available and current   Yes		Item	Sub-item	Action & Frequency	Yes/No				
Item   Sub-item   Action & Frequency   Yes (to date)		Performance Management	Performance Management						
Item Sub-item Action & Frequency Yes/No  3.2.4 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  3.3.1 ICT Security Item Action & Frequency Annual numbers Details available (Yes/No) Item Action & Frequency Report available? (Yes/No) Monthly Melton meeting with performance information; Quarterly partnership meeting	B.2.3	Information	B.2.3.1 Framework	Available and current	Yes				
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.3.3 ICT Security Item Action & Frequency Annual numbers Details available (Yes/No)  ICT Incidents Annual numbers and details 0 n/a  Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting			B.2.3.2 PMITG meetings	5 per council year	Yes (to date)				
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.3.3 ICT Security Item Action & Frequency Annual numbers Details available (Yes/No)  ICT Incidents Annual numbers and details 0 n/a  Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting					•	•			
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.3.3 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)  Monthly Melton meeting with performance information; Quarterly partnership meeting		Item	Sub-item Sub-item	Action & Frequency	Yes/No				
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.3.3 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)  Monthly Melton meeting with performance information; Quarterly partnership meeting									
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)  Monthly Melton meeting with performance information; Quarterly partnership meeting	B.2.4	<b>Corporate Information Resources</b>	B.2.4.1 Melton Truth	Available and current	Yes (has commenced)				
B.2.4.4 Website [new website being developed] Yes  B.3 ICT Security  Item Action & Frequency Annual numbers Details available (Yes/No)  3.3.1 ICT Incidents Annual numbers and details 0 n/a  Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting			B.2.4.2 Melton View	Available and current	Yes (has commenced)	]			
Item Action & Frequency Annual numbers Details available (Yes/No)  3.3.1 ICT Incidents Annual numbers and details 0 n/a  Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting					(under development)	]			
Item Action & Frequency Annual numbers Details available (Yes/No)  3.3.1 ICT Incidents Annual numbers and details 0 n/a  Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting			B.2.4.4 Website	[new website being developed]	Yes				
Item Action & Frequency Annual numbers Details available (Yes/No)  3.3.1 ICT Incidents Annual numbers and details 0 n/a  Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting									
Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting	B.3	ICT Security							
Item Action & Frequency Report available? (Yes/No)  Monthly Melton meeting with performance information; Quarterly partnership meeting	B.3.1			Annual numbers					
Monthly Melton meeting with performance information; Quarterly partnership meeting		ICT Incidents	Annual numbers and details		0 n/a				
Monthly Melton meeting with performance information; Quarterly partnership meeting									
information; Quarterly partnership meeting		Item		Report available? (Yes/No)					
3.3.2 Steria Performance with report received Yes [Head of Central Services]									
	B.3.2	Steria Performance	with report received	Yes	[Head of Central Services]				