Information Management Group (IMG)
Compliance Grid 2015-16
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 2016)
A.2	Repository Inventory	Annual Update	November - complete by end of Q3	Yes (next due Nov 2016)
A.3	Repository	Annual Update	November - complete by end of Q3	Yes (next due Nov 2016)

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	8	Biennial Update; update cycle		
	Refresh for staff	B.1.1.2 DP	Biennial Update	No - In progress	223	52	concludes September 2016;		
	(Induction for new starters)	B.1.1.3 FOI/EIR	Biennial Update	No - In progress	223	22	new cycle starts October 2016;		
		B.1.1.4 Q drive General Guidance	Available for use	Yes			update cycle to be aligned with start of April 2017		
	Item	Sub-item	Action & Frequency	No. received	No. within time	No. out of time	ICO Referrals?	Tribunal Referrals?	
B.1.2	**Information requests**	B.1.2.1 FOI/EIR requests	Annual figures (Q4 outturn)	535 (100%)	530 (99.06%)	5 (0.94%)	0	1	
	[MoJ figures available]	B.1.2.2 DP Subject Access requests	Annual figures (Q4 outturn)	5 (100%)	5 (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					

B.2	Data Quality				
	Item	Action & Frequency	Completed? (Yes/No)	Actions arising? (Yes/No)	Recommendations? (Yes/No)
B.2.1	**Data Quality Framework**	Annual Update for IMG to complete	Yes	Yes (training awareness)	No
	Item	Sub-item	Action & Frequency	Yes/No	
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