

DOCUMENT/FUNCTION - ICT STRATEGY

IMPLEMENTATION				
Target Population	Public, Members, Managers/Supervisors/Staff			
Duty	To have a Corporate ICT Strategy to deliver suitable infrastructure and systems to the Council that meets the current and future requirements together with an ICT competent workforce.			
Training Requirements	Members, Managers and staff.			
Lead Officer	Assistant Director, Xentrall Shared Service			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	ICT Strategy originally approved by Cabinet (September 2007) and refresh subsequently approved by Systems and Information Governance Group (SIGG).	Completed	Strategy approved by Members and Senior Officers.	Assistant Director, Xentrall Shared Service
	Up to date Work/Project Plan published to underpin delivery of the Strategy.	Completed.	Raised awareness amongst Members and managers of the Work Plan that underpins delivery of the Strategy.	Assistant Director, Xentrall Shared Service
	Related training sessions for Members and relevant officers.	Annually/as required	Members and relevant staff familiar with the Council's ICT Strategy.	Assistant Director, Xentrall Shared Service
MONITORING (keeping it effective – recording when it happens)	Implementation of the ICT Strategy monitored by SIGG.	Six - monthly	Implementation of the ICT Strategy monitored by Senior Officers	Assistant Director, Xentrall Shared Service
	Implementation of the ICT Strategy monitored by the Audit Committee	Six - monthly	Implementation of the ICT Strategy monitored by Members	Assistant Director, Xentrall Shared Service
	Periodically, projects, procedures and processes would be subject to review for adequacy by Internal or External Audit.	Ad hoc	Compliance and progress checked/challenged	Internal/External Audit

DOCUMENT/FUNCTION - ICT STRATEGY

<p>REVIEW (keeping it up to date)</p>	<p>ICT Strategy formally reviewed. Any necessary amendments subject to the approval of SIGG.</p> <p>Related Work/Project Plan to underpin delivery of the Strategy reviewed at each meeting of SIGG.</p>	<p>Annually</p> <p>Six - weekly</p>	<p>Strategy remains up to date and relevant.</p> <p>Work/Project Plan remains up to date and relevant.</p>	<p>Assistant Director, Xentrall Shared Service</p> <p>Assistant Director, Xentrall Shared Service</p>
---	--	-------------------------------------	--	---