

Appendix 1 - Information Management Strategy: Forward Work Plan

REF	ACTION	TARGET COMPLETION DATE	STATUS
GENERAL			
IM 01	Develop and launch an Information Management Strategy	Nov-13	Complete
IM 02	Develop and launch a range of new information management intranet pages	Dec-13	Complete
IM 03	Create an Access to Information Officer post to provide an increased capacity and focus to this role.	Dec-13	Complete
IM 04	Agree levels of support provision on information management matters for schools	Apr-14	In Progress
RECORDS MANAGEMENT			
IM 05	Develop and launch a Records Management Policy	Oct-14	Not started
IM 06	Develop a digitisation plan for the Corporate Stores (back-scanning of paper records into EDRMS) with associated scanning schedule	Jun-14	Not started
IM 07	Publish the Corporate Retention Schedule to the intranet	Dec-13	Complete
IM 08	Re-format Retention Schedule to make it more user-friendly for services and raise awareness	May-14	Not started
IM 09	Embed records retention requirements into ICT system design, change and procurement	Apr-14	Not started
IM 10	Develop and launch a records management eLearning module	Sep-14	In Progress
IM 11	Introduce a schedule of records management surgeries/drop-in sessions for services	Nov-14	Not started
IM 12	Introduce a schedule of file amnesty days as a means of encouraging services to send back any files they had previously taken out and not returned	Apr-14	Not started
IM 13	Develop quick reference guides / FAQs for staff on records management matters (including schools)	Nov-14	Not started
IM 14	Clear the backlog of boxes that are past their review date and are in need of destroying	Mar-14	Not started
IM 15	Assess options for transferring data from the current Lotus Notes database and spreadsheets into a single system that represents a more suitable and sustainable IT option.	May-14	Not started
IM 16	Develop robust file plans for each service, as part of the EDRMS roll-out	On-going	In Progress - included as part of EDRMS

			implementation
IM 17	Review and update records management content used as part of the corporate induction	May-14	Not started
IM 18	Develop a central log of vital paper records. Review the log to assist in developing a policy/guidance for managing vital records (electronic and paper) to minimise vulnerability to loss/damage	Oct-14	Not started
	INFORMATION ACCESS		
IM 19	EDRMS implementation - Revenues and Benefits	Dec-09	Complete
IM 20	EDRMS implementation - Health and Safety	May-12	Complete
IM 21	EDRMS implementation - Human Resources	Apr-11	Complete
IM 22	EDRMS implementation - Customers and Education Support	Dec-13	Complete
IM 23	EDRMS implementation - Planning and Building Control	Dec-10	Complete
IM 24	EDRMS implementation - Schools Improvement	Apr-14	In Progress
IM 25	EDRMS implementation - Internal Audit	Jan-14	In Progress
IM 26	EDRMS implementation - Housing	Apr-14	In Progress
IM 27	EDRMS implementation - Social Services	Feb-15	Not started
IM 28	EDRMS implementation - Payroll	Dec-14	Not started
IM 29	EDRMS implementation - Directors	Jun-14	Not started
IM 30	EDRMS implementation - Business Improvement & Modernisation	Nov-14	Not started
IM 31	EDRMS implementation - Environmental Services	Mar-15	Not started
IM 32	EDRMS implementation - Legal and Democratic Services	Jul-15	Not started
IM 33	EDRMS Implementation - Customers, Marketing and Leisure	Nov-15	Not started
IM 34	EDRMS implementation - Finance & Assets	May-16	Not started
IM 35	EDRMS implementation - Planning & Public Protection	Jul-16	Not started
IM 36	EDRMS implementation - Highways and Infrastructure	Mar-17	Not started
IM 37	Develop and present an electronic mailroom business case to Modernisation Programme Board for consideration	Feb-14	In Progress
IM 38	Include an introduction to EDRMS as part of the corporate induction	Apr-14	Not started
IM 39	Digitise typed archives catalogues and publish on website	Dec-14	In Progress
IM 40	Identify archive collections that are suitable to be digitised and develop a schedule for digitisation	Jun-14	In Progress

IM 41	Achieve archives accreditation	Dec-14	In Progress
IM 42	Explore a possible link between EDRMS and Archives Matica for those records born digital and that are of a historical importance	Jul-14	In Progress
IM 43	Develop and launch De-clutter Guidance / Paper Housekeeping Guidance	Feb-14	In Progress
IM 44	Develop a Facebook page for Denbighshire Archives Service	Mar-15	Not started
INFORMATION ASSURANCE			
IM 45	Develop and launch a Network Drives Policy	Feb-14	In Progress
IM 46	Update and launch Information Security Policy	Jun-14	Not started
IM 47	Develop and launch Information Security Breach Procedure	Mar-14	In Progress
IM 48	Develop and launch an information security eLearning module	Aug-14	Not started
IM 49	Further develop FAQs and quick reference guides for staff (including schools) on information security matters and publish on intranet	Jul-14	Not started
IM 50	Achieve PSN accreditation	Jun-14	In Progress
IM 51	Review and embed information security requirements for design, changes and procurement of IT systems	May-14	In Progress
IM 52	Develop and submit a business case for Egress secure email	Mar-14	In Progress
IM 53	Develop proposals for introducing protective marking scheme in accordance with Cabinet Office requirements	Dec-14	Not started
IM 54	Assess the Council's current confidential waste support and develop recommendations for improving.	Dec-14	Not started
IM 55	Develop and launch a Bring Your Own Device Policy	Dec-14	Not started
IM 56	Review information security content used as part of the corporate induction	May-14	Not started
IM 57	Introduce a series of spot checks to ensure information security standards and policies are being met on paper and electronic information within services	Aug-14	Not started
IM 58	Develop and launch an Email eLearning module	Jul-14	Not started
IM 59	Develop an Information Asset Register	Feb-14	In Progress
IM 60	Develop and launch an Email Policy	Jun-14	Not started
IM 61	Conduct an annual review of information risk and the effectiveness of the information risk policy.	Apr-14	Not started
IM 62	Develop and communicate further guidance/best practice on information sharing	Jun-14	Not started
IM 63	Collate and publish Information sharing agreements from across the Council with a central register	Jan-14	Complete

INFORMATION COMPLIANCE		
IM 64	Work with services to get most frequently requested information included in Publication Scheme	Dec-14 In Progress
IM 65	Raise awareness of latest fines by publicising on intranet and communicate lessons learnt (quarterly basis)	On-going On-going
IM 66	Create and launch a Data Protection eLearning module (mandatory)	Mar-14 In Progress
IM 67	Create and launch a Freedom of Information eLearning module	May-14 In Progress
IM 68	Create and launch an Environmental Information Regulations eLearning module	May-14 In Progress
IM 69	Schedule 6 monthly meetings with Information Management Officers to improve communications across the network	Feb-14 In Progress
IM 70	Explore the use of Disclosure Logs as a means of publishing responses to information requests	Jun-14 Not started
IM 71	Develop guidance and FAQs on access to information matters for staff (including schools)	Jul-14 Not started
IM 72	Review Information Management Officer's network	Dec-14 Complete
IM 73	Arrange access to information training for SLT, Corporate Governance Committee and Information Management Officers	Feb-14 Complete
IM 74	Review Access to information content used as part of the corporate induction	Mar-14 Not started
IM 75	Form an Information Governance Group to lead on and coordinate Access to Information matters	Oct-13 Complete
IM 76	Assess Publication Scheme and undertake any work needed to ensure it meets ICO requirements	Nov-13 Complete
IM 77	Introduce a Privacy Impact Assessment into corporate project management framework	Sep-13 Complete
IM 78	Introduce a Privacy Impact Assessment into IT systems design, change and procurement	Mar-14 In Progress
INFORMATION QUALITY		
IM 79	Develop and launch a Version Control Policy	Feb-14 In Progress
IM 80	Develop and launch a File-naming Policy	Feb-14 In Progress
IM 81	Develop and launch a range of corporate templates.	Oct-14 Not started