

NICS INFORMATION GOVERNANCE BOARD (IGB) NOTE OF MEETING

Meeting Date:	13 October 2011	Version:	Final
Venue:	Room 0.3 Clare House		
Attendees:	Stephen Peover (DFP - Chair), David Orr (DRD), Tom Kennedy (CIO), Wendy Johnston (DARD), Anthony Harbinson (DOJ), Frank Duffy (OFMDFM), Mike Beare (ISID), John Morgan (DIM), Robert Fee (ISID).		
Apologies:	Cynthia Smith (DCAL) Colin Lewis (DETI) Noel Lavery (OFMDFM) - Frank Duffy in attendance		
Note Prepared By:	Jonathan Crook (ISID)		
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Introduction

1. Stephen Peover (SP) opened the meeting by welcoming those present, and noting the apologies.

NICS Information Management (IM) Strategy - paper 13

2. Tom Kennedy (TK) delivered a short presentation¹ outlining the overall approach to and governance of IM / IA / ICT work, and introduced John Morgan (JM), who will replace Mike Beare (MB) as head of the IM Team from 17 October.
3. MB confirmed that the draft IM Strategy has been revised in light of wide consultation, and members discussed how a number of issues will be taken forward, including:

Legacy Documents / Retention & Disposal

4. Work is underway in departments to assess the volume of electronic legacy documents held (mainly from pre-2007 i.e. before the introduction of TRIM); identify those which need to be retained or disposed of; and arrange for retention or disposal as appropriate. Initial work in DFP and DRD is being used to inform the approach in other departments.
5. Following discussion, members agreed that departments will report progress and proposed timeframes for completion to IGB at its meeting in June.

¹ all presentations from the meeting were emailed to attendees on 14 October

Reconstitution of Records and Information Management Group (RIMG)

6. RIMG will be reconstituted and chaired within ISID, by JM. The focus of RIMG will be raised to a more strategic level, and subgroups will be formed as and when necessary to consider specific issues.

Freedom of Information (FOI) support

7. There is an outstanding action to consider if the FOI and EIR policy lead should be brigaded with the newly formed Information Management Unit established in DFP. Following discussion it was agreed that the timing may not be right and that Stephen Peover will discuss the matter with the DFP Minister. **AP1**

Approval of IM strategy

8. Members discussed the impact which the IM strategy could have on relationships with Arms Length Bodies (ALBs), as it might be perceived to interfere with their independence and/or quasi-judicial roles.
9. Members also noted a few drafting points which need to be clarified (details passed to the drafting team) i.e.:
 - Section 1.6.4: more detail to be provided on how to address the potentially serious compliancy risk associated with legacy documents;
 - Section 4.6: match wording with recommendation i.e. that *consideration* will be given to creation of a 'Head of Profession for Information Managers', and provide more detail of that role; and
 - Appendix 6: FD confirmed that the proposed Legislative Consent Motion (LCM) has now been passed.
10. Following discussion, members agreed to provide comments on any potential 'show stoppers' in the strategy by c.o.p. 20 October, after which the strategy will be endorsed. **AP2**
11. MB and JM left the meeting at this point.

Note of previous meeting – paper 10

12. The note of the previous meeting on 27 June was agreed.

Progress against action points

13. The group noted that most of the actions arising from the previous meeting have been addressed and closed, with remaining actions dealt with as follows:

AP3: SIRO and other Information Assurance (IA) roles - paper 11

14. TK illustrated the relationship between the SIRO role and other IA roles.

AP4: summary of the key outputs from the DHOT workshop

15. Robert Fee (RF) delivered a short presentation outlining the emerging themes from the DHOT workshop, and explained that a number of projects will be initiated to take work forward. RF will give a progress update at the next IGB meeting.

AP5: IS Strategy communication plan

16. TK confirmed that the communication plan is being drafted. **AP3**

AP6: IS Strategy Risk Register - paper 14

17. The PRONI Digital Preservation Project has identified a risk of 'potential loss of NICS records', in the event that that project does not come up with a solution within required timescales.
18. The IM team will transfer high-level risks raised in the IM strategy to the risk register, and members will also consider additional content, on the understanding that IGB will focus on strategic risks while other groups will be responsible for risks associated with implementation. **AP4 & AP5**

Information Systems (IS) Strategy – paper 12

19. RF updated the group on recent progress, and delivered a short presentation illustrating the underlying rationale for the prioritisation of projects i.e. those which require active IGB support and should be regarded as priority 1, 2 or 3; and those with bespoke governance mechanisms and over which IGB should keep a watching brief. Following discussion, members agreed with the approach and prioritisation.

Information Assurance (IA)

20. TK advised members that the SIRO forum is well established, Information Asset Owners are in place, and the outputs from the Third Data protection Review (3DPR) are being progressed. John Napier (JN) is taking the IA policy lead within ISID, major policies have been reviewed and there are at present no issues which need to be escalated to IGB.

Innovation

21. RF delivered a presentation illustrating a number of innovative projects currently underway, including:
 - Video Conferencing
 - 'Webex' online meeting facility
 - Virtual desktop Infrastructure
 - Blackberry Playbook and Apps
 - TRIM Sharepoint Connector
 - Instant Messaging and Presence
 - Development Network
 - Secure Wireless Networking
 - Knowledge Network
 - NICS Search
22. RF demonstrated the Video Conferencing; Instant Messaging and Presence; and Blackberry Playbook applications/facilities.
23. ISID is also exploring a number of other areas such as power management; portable video; unified communications on Blackberry; open source; and cloud based applications.
24. Members discussed data security concerns over the use of iPads and/or 'Tablet' PCs which could circumvent official data protocols, and TK agreed to investigate how the Scottish and Welsh administrations have approached the issue. It was confirmed that the Blackberry is the only device approved by CESG for connection to restricted networks. Departments will consider the business case for any requests for non-blackberry devices but they will not be connected to the NICS restricted network. **AP6**

AOB

e-Government Proof of Concept (POC) guidelines

25. TK explained that the current guidelines are very dated in terms of terminology and process, and members agreed that ISID and Central Procurement Directorate (CPD) can consider how best to resource a revision of the guidelines. **AP7**

Strategic Authority for alignment of procurement activity with NICS IS Strategy

26. TK suggested that alignment of procurement activity with NICS IS Strategy would exploit existing systems and arrangements in order to prevent duplication and optimise value for money. Members agreed that Departmental Heads of Technology (DHOTs) could fulfil this role in the first instance. It was agreed that Enterprise Shared Services (ESS) should prepare a proposal for IGB to outline the options for replacing the enterprise shared services before contracts expire. **AP8**

Direct Award Contract (DAC)

27. Following discussion, the group agreed that DACs may be appropriate in certain situations, for example in respect of licences for specialist software, provided that each decision is supported by a robust business case. TK agreed to liaise with CPD to consider options for dealing with the increased number of requests for DACs. **AP9**

Date of next meeting

28. Arranged for Thursday 16 February 2012 @ 2.00pm in Clare House.

Summary of Action Points

Ref	Description	Owner & Date Required
AP1	Discuss responsibility for coordination of FOI with the DFP Minister	SP (11 November)
AP2	Provide comments on any potential 'show stoppers' in the IM Strategy	All members (20 October)
AP3	Issue draft IS communication plan	TK / RF (18 November)
AP4	Transfer high-level risks raised in the IM strategy to the risk register	MB & IM team (20 October)
AP5	Identify additional strategic risks	All members (20 October)
AP6	Investigate how Scottish and Welsh administrations have approached the data security issues associated use of iPads and 'Tablet' PCs	TK (18 November)
AP7	Liaise with Central Procurement Directorate (CPD) over resourcing a revision of the e-Government Proof of Concept (POC) guidelines	TK (9 December)
AP8	Develop options for replacement of enterprise shared services before contracts expire and submit to IGB	ESS (ongoing)
AP9	Liaise with CPD to consider options for dealing with the increased number of requests for Direct Award Contracts (DACs)	TK (ongoing)