

RECOMMENDATION 1

Home Office to build on its KIM action plan and ensure that the new Knowledge and Information Executive Group (KIEG) owned information strategy sets goals for the whole department. The strategy should provide impetus for work to improve technology, governance and culture. There would be benefit in centring the strategy on the principles of information availability, security and exploitation that are already defined as objectives in the department's risk governance approach.

Progress Update - June 2016

Ref:	Actions	Priority (High/Med /Low)	Target Completion date	Status
1.1	Create a 3 yr KIM strategy. Align and link to all other related HO strategies/units. Present to KIEG. Obtain KIM Strategy and action plan sign off with KIEG and SIRO	High	Dec-16	OPEN
1.2	Investigate and action a more direct formal linkage between all information and data related experts through merger, reporting, process or governance	Med	Sep-16	OPEN
1,3	Information asset owners to evidence they have considered DigC issues and implemented measures to protect information once HO has established the contractual position	Med	Mar-17	OPEN
1,4	Investigate future 'New desktop' management/control of information functionality. Create options and plan of action for embedding effective digital continuity. Assign a point of contact within KIM to work with new project leads.	Med	Dec-16	OPEN

RECOMMENDATION 2				
KIMU and information assurance staff to work together to increase oversight and control of Home Office's information assets, establishing clearer department-specific principles for Information Asset Owners (IAO's).				
Progress Update June 2016				
Ref:		Priority (High/Med /Low)	Target Completion date	Closed
2.1	Review and update Information Assurance Policy, IAO guidance, governance and interaction/linkage with KIM policy on retention, data asset and data sharing guidance. IAO guidance to include the responsibilities, training and management of data and the setting of retentions.	Med	Aug-16	OPEN
2.2	The business via KIEG to review all unit assets are on register, have a suitable IAO, correct registered detail & ensure retentions marked in line with new retention standards.	Med	Feb-17	OPEN
2.3	Work with Digital to align asset register with the new Data Cat. Ensure all relevant details are included.	Med	Dec-17	OPEN

RECOMMENDATION 3				
Develop plans to increase oversight and drive good governance of information held outside the Corporate File Plan (CFP) and iManage, information not migrated to iManage, and held in personal repositories and unstructured shared drives.				
Progress Update - June 2016				
Ref:		Priority (High/Med /Low)	Target Completion date	Closed
3.1	Work with IT futures to ensure KIM requirements around email is incorporated into planning	Med	Jun-17	OPEN
3.2	Work to develop the e-discovery solution as a means to identify material of long term business, historical, reuse or compliance value.	Med	Mar-17	OPEN
3.3	Create solutions for future control of corporate and personal storage.	Med	Dec-16	OPEN

RECOMMENDATION 4				
Establish a single approach for knowledge and information management governance that cuts across the existing group structure to drive consistent department-wide improvement.				
Progress Update - June 2016				
Ref:		Priority (High/Med/Low)	Target Completion date	Closed
4.1	Review current governance, reporting lines and BAU processes and establish a formal/informal linkage.	High	Sep-16	OPEN
4.2	Ensure all KIM documentation in a standard, consistent and mapped to relevant policies. Ensure process in place to review regularly.	Med	Jun-16	OPEN
4.3	Share One3M results with KIEG, SIRO and wider KIM Community. Find other routes to publish results to general staff	Med	Jul-16	OPEN

RECOMMENDATION 5				
Establish a plan to ensure messages about information and records management requirements and responsibilities are reaching all staff across all groups.				
Progress Update - June 2016				
Ref:		Priority (High/Med /Low)	Target Completion date	Closed
5.1	Create and implement communication plan to inform all staff regularly of their key responsibilities with support of KIEG members.	Med	Aug-16	OPEN
5.2	Incorporate behavioural measures into 2016/17 One3M model.	Med	Sep-16	OPEN
5.3	Review risk register and mitigations to reflect report comments	Med	Sep-16	OPEN
5.4	Develop and deliver KIM eLearning programme for staff	Med	Jun-16	OPEN
5.5	Review Knowledge and Information Champion and support roles and amend as necessary	Med	Dec-16	OPEN

RECOMMENDATION 6 Establish a plan for achievement of 20-year rule commitments for the remainder of the transition period, ensuring clear process and guidance for review staff are defined.				
Progress Update - June 2016				
Ref:		Priority (High/Med /Low)	Target Completi on date	Closed
6.1	Create regular reports - short/long term planning/achievement to DRO/TNA on progress and issues	High	Ongoing	Open
6.2	Review processes on methods of appraisal and implement	Med	Dec-16	Open
6.3	To continue to work with TNA on the Digital Transfer Group and the Digital Sensitivity Group to plan digital transfer of records in 2017.	Med	on-going	Open