ICT

The following table details the various activities currently in scope for ICT. The right column shows which service is offered by each partner Cheltenham (C), Forest of Dean (F), Cotswold (CO) and West Oxfordshire (WO). Any out of scope items identified are shown at the bottom. There are also external contract services provided for CBH, CT and UBICO etc. that will need to be specified and agreed.

ICT	
Provide strategic ICT advice and guidance to Senior Officers, Cllrs and staff	C / F / CO / WO
Oversee ICT related procurement activities and provide input where required.	C / F / CO / WO
Design, manage and install Council networks and infrastructure	C / F / CO / WO
Telecoms – design, implementation and management	C / F / CO / WO
Disaster Recovery / Backups	C / F / CO / WO
Specify, deploy and manage ICT hardware and devices	C / F / CO / WO
ICT Helpdesk	C / F / CO / WO
GOSS Helpdesk	C / F / CO / WO
Supporting the GOSS Infrastructure	C / F / CO / WO
Ensure compliance with Gov't and Industry standards	C / F / CO / WO
Local Land and Property Gazetteer	C / F / CO / WO
GIS and Mapping	C / F / CO / WO
Street Naming and Numbering service	CO / WO
Website and digital services *	F / CO / WO
Data Services - complex reporting, data migration, transformation and extraction	C / F / CO / WO
Application Development and Integration	C / F / CO / WO
Specify, Implement and update Application Systems	C / F / CO / WO
Support Corporate Applications and Systems	C / F / CO / WO
ICT related Security Policies, Procedures and Advice	C/ F / CO / WO
Data Protection and Handling advice / guidance (excl. SIRO)	C / CO / WO

Information Security – policy development, registration co-ordination of breaches, liaison with Information Commissioner.	C / CO / WO
ICT Training	C / F / CO / WO
BACs Service	C / F/CO / WO
Issuing ID/security access cards	F / C

*Under review at CBC.

GENERIC REQUIREMENTS

The following table details the generic areas that will be undertaken by all services as standard.

Management of people
Management of financial resources
Management of non-financial resources
Production of reports as and when required
Attendance at meetings / dealing with member information requirements as required
Maintaining appropriate legislative/regulatory/professional knowledge/networks
Writing appropriate policies, procedures and guidance notes
Corporate responsibilities e.g. responding to FOI requests, safeguarding, business continuity, emergency response, equality, prevent, audit and health and safety

~~Under review at CBC,~~