Ministry of Justice IMA Action Plan

Recommendation 1				
The Ministry of Justice (MoJ) should ensure that it has established clear and integrated goals for knowledge and information management.				
Progress update – May 2017				
Ref		Priority High/Med/Low	Target Completion Date	Status
1.1	Completing work on the Knowledge and Information Management (KIM) Strategy and ensuring this is signed off at a senior level	H	End Mar 2017	In progress
1.2	Getting senior support for the strategy – for example, asking the Permanent Secretary to provide a foreword	H	End Mar 2017	
1.3	Continuing to liaise with Digital Technology to ensure that KIM and digital strategies are aligned	M	Ongoing	In progress
1.4	Including deliverables from the strategy in the KIM and Records Management Service (RMS) business plans	M	End Mar 2017	
1.5	Ensuring that there is a process for reporting on implementation to the senior team and an opportunity for the team to scrutinise progress, via the SIRO Board	M	End Jun 2017	

Recommendation 2 **MoJ should actively work to improve its culture of knowledge, information and records management.**			
Progress update – May 2017			

Ref		Priority High/Med/Low	Target Completion Date	Status
2.1	Senior staff actively supporting and promoting KIM activities – for example by providing a foreword for the KIM Strategy, speaking at KIM events or blogging	M	Ongoing	
2.2	Ensuring that the Knowledge & Information Management (KIM) Champion role is not delegated below Senior Civil Service (SCS) level	M	Ongoing	
2.3	KIM Champions proactively promoting messages around knowledge, information and records management and ensuring that staff are complying with policy	M	Ongoing	
2.4	Including more detail in the Information Management Policy on specific responsibilities of staff at all levels, but particularly middle management	M	End Mar 2017	
2.5	Providing a method of monitoring compliance with information and records management policy using a maturity model and introducing an element of competition between business areas (see also recommendation 5)	M	End Jun 2017	

2.6	Increasing focus on knowledge transfer in the coming months because of the Voluntary Exit Scheme	L	30 Sept 2016	Complete
2.7	Maintaining improvements in FOI performance and updating its publication scheme	H	Ongoing	
2.8	Continuing to proactively identify information that can be published and improving its openness score by publishing datasets in a more usable format.	M	Ongoing	

Recommendation 3
MoJ should continue to embed its process for information asset management and information risk.
Progress update – May 2017

Ref		Priority High/Med/Low	Target Completion Date	Status
3.1	Continuing to improve understanding of information assets through guidance, training and responsible roles such as Information Asset Owners (IAO) and Information Assurance Leads (IA Leads)	M	Ongoing	
3.2	Increasing awareness of the existence and purpose of the various roles, such as IAOs, IA Leads and Information Assurance Co-ordinators, through communications, guidance and training	M	Ongoing	
3.3	Reviewing and potentially streamlining the number of roles involved in the assurance process as part of a wider review of security and information governance which is planned in response to the Transforming Government Security review	H	June 2017	
3.4	Ensuring that there is no conflict of interest when staff carry out dual roles such as group level Senior Information Risk Owner (SIRO) and IAO	L	June 2017	

Ref		Priority High/Med/Low	Target Completion Date	Status
3.5	Including risks around cyber security on the SIRO Board Risk Register or elsewhere in MoJ's risk framework and ensuring that it reflects the impact of IT change	H	Oct 2016	Closed
3.6	Including mitigating actions on the role of KIM Champions and in promoting policy and compliance.	M	End Jun 2017	

Recommendation 4 **MoJ should continue to ensure that it has a technology environment that supports the management, protection and exploitation of information and that this is used effectively by staff.**				
Progress update – May 2017				
Ref		Priority High/Med/Low	Target Completion Date	Status
4.1	Addressing the risk of staff not using Just Store (the replacement for the TRIM electronic records management system) through training, guidance and highlighting benefits of use to staff	H	End Feb 2017	
4.2	Continuing to work collaboratively with Digital Technology, in particular on work around Just	H	End 2017	In progress

	Store, Microsoft Office 365 and future plans for shared drives			
4.3	Ensuring that roll-out of Microsoft Office 365 does not undermine use of Just Store through communications, policy, guidance and training	H	Mar2017	
4.4	Examining the experience of the Houses of Parliament in rolling out Microsoft Office 365 and in working to address the issues	M	End 2016	In progress
4.5	As part of considerations around the future approach to shared drives, MoJ ensuring that work is included to make information held there more discoverable as well as considering how it will better control access	M	April 2017	
4.6	Restricting access to shared drives once Just Store has been rolled out to maximise its use	H	Sep 2017	
4.7	Exploring the work that the Department for Business Innovation and Skills (now known as Department for Business, Energy & Industrial Strategy) has done on moving away from shared drives	M	End Mar 2017	
4.8	Encouraging staff to save emails of value into corporate systems	H	Mar 2017	
4.9	Putting plans in place to dispose from Enterprise Vault (bearing in mind the requirements of the Independent Inquiry into Child Sexual Abuse) and draw on the experience of Welsh Government	H	Ongoing	
4.9a	KIM Champions and Information Managers encouraging staff to follow policy around email and personal drives, and ensuring that they do so	M	End Mar 2017	

Ref		Priority High/Med/Low	Target Completion Date	Status
4.9b	Ensuring that Information Managers have the right skills to support staff in the move to Just Store	M	Mar 2017	In progress
4.9c	Updating the Information Management Policy and other policy and guidance to reflect the roll-out to Just Store	M	End Mar 2017	
4.9d	Reminding staff of what-to-keep policy and related guidance.	L	Ongoing	

Recommendation 5 **MoJ should explore how it can better monitor compliance with knowledge and information management policy.**				
Progress update – May 2017				
Ref		Priority High/Med/Low	Target Completion Date	Status
5.1	Exploring the work that Home Office and HMT Treasury have done to monitor compliance through their One3M and the Knowledge Management Benchmarking processes considering how Information Managers and KIM Champions can play a role in any compliance monitoring process.	L	End Jun 2017	

Ref		Priority High/Med/Low	Target Completion Date	Status
5.2	Drawing up a maturity model and developing a process to monitor business areas against this	L	End Jun 2017	
5.3	Considering how Information Managers and KIM Champions can play a role in any compliance monitoring process.	L	End Jun 2017	

Recommendation 6
MoJ should build on the good work it has already done in developing a successful approach to the appraisal, selection, sensitivity review and transfer of its paper and digital records.
Progress update – May 2017

Ref		Priority High/Med/Low	Target Completion Date	Status
6.1	Exploring ways of speeding up the process of paper review, using macro methods where possible, in order to keep pace with the transition to the 20-year rule	L	End 2017	

6.2	Developing a process for appraisal, selection, sensitivity review and transfer of digital records on the shared drives	M	End 2017	
6.3	Using the experience of developing a process for the appraisal and selection of records on TRIM (MoJ's electronic records management system) to inform work on shared drives	L	End 2017	
6.4	Applying disposal to the shared drives	M	End 2017	
6.5	Continuing to participate in the work that The National Archives and other departments are doing in this area	M	Ongoing	
6.6	Considering the possibility of joining with other departments to share a solution for sensitivity review	L	End 2017	
6.7	Acquiring DROID (The National Archives' file profiling tool) to help gain an overview of the information on the shared drives and to enable digital transfer.	M	Dec 2016	