Management Board

Update on the use of shared drives by the administration staff of both Houses and PICT

Paper by the Senior Responsible Owner of the SPIRE Programme

Purpose

1. This paper informs the Board on the progress of the SPIRE roll out and the current usage and restriction of shared drives following the update provided in June 2012.

Actions for the Board

2. The Management Board is invited to note the update by the SPIRE Senior Responsible Owner that, while the SPIRE rollout is progressing well, concerns remain about the use of other information stores which will need to be assessed after the rollout is complete.

Context

3. The SPIRE Programme underwent its third OGC Gateway Review in January 2012 made the following recommendation, categorised as 'essential' to be done by the end of March 2012 if the benefits of SPIRE are to be delivered:

   Present a paper to the SPIRE Programme Board and both Management Boards seeking agreement to close all shared drives as early as practical, with limited and tightly policed exceptions where essential.

4. The SPIRE Programme Board initially accepted this recommendation but extended the timetable to act on it in order to allow for enough evidence of the behaviour of SPIRE system users to be gathered. The Programme Board agreed to take its proposal on the recommendation to the Management Boards of both Houses in June and July.

5. The SPIRE Senior Responsible Owner submitted a paper to the June Management Board meetings reflecting the SPIRE Programme Board's agreement which stated that:

   a) SPIRE has already managed to secure agreement from 50% of teams currently live on the SPIRE system to reduce and restrict their shared drives without any mandate. Continuing with this approach could ensure better buy-in to use of the system.

b) Some users would resent the restriction or closure of shared drives and would find ways around using the SPIRE system, for example by using Google docs or other applications not supported by PICT.

c) There may be some technical IT grounds for not closing shared drives. For example, the Director of PICT was concerned about levels of current remote access that could be provided and supported for the SPIRE system.

6. For clarification, this recommendation applied to the shared drives (not personal drives) of the administrations of both Houses and PICT which are now using SPIRE and excludes any drives which are required for communication with the Members of either House.

7. While there are some areas (for example, information accessed by Members) and file types (for example, image libraries, database files) for which SPIRE is not suitable – see Annex 1 - all other business information can, and should, be managed in SPIRE.

8. On the basis of this update, the Management Board agreed the following:

- that introducing compulsion on the closure of shared drives at this stage would be premature and could be counter-productive;
- that the long-term aim should be to reduce usage of shared drives to the minimum;
- to ask the SPIRE Programme Board for information in October and December on the usage of shared drives and the reasons why they were being kept open; and
- to review the position at the end of the implementation project.

Current usage of SPIRE and other information stores

9. The roll-out of the SPIRE system to the administrations of both Houses and PICT is 85% complete. By 16th November all users will be live on the system.

10. As teams move over to SPIRE, we encourage them to restrict their shared drives (either by making them read-only or removing their access entirely). From the roll out so far we have found that teams who chose to restrict or close their shared drives at the time of SPIRE Go Live adopt the SPIRE system the best and realise the greatest benefits.

11. Of the teams already live on SPIRE, only 65 out of 110 (59%) have restricted or closed their shared drives. Those who have not taken this approach still have the ability to save into and work on, their shared drives.

12. Of those that still have this ability; we are aware of the existence of large volumes of unmanaged legacy information. For example, although PED applied a restriction to their shared drive following their move to SPIRE, this was only applied to the area that was migrated into SPIRE, which constituted just 15% of the total information held on their drives.

13. There is also a great deal of Parliamentary information held in other areas: personal drives, email accounts and archive folders. While the Houses allow the use of personal file shares for "the temporary storage of files to which you wish to restrict access", all corporate information should be stored in SPIRE so that it is managed according to the Parliamentary Records Management Policy.

14. In summary, the rollout and adoption of SPIRE is going very well with the majority of teams actively working and managing their information in the system. Many teams have applied at least some restriction to some part of their shared drives; however the ability of users to manage information outside SPIRE presents both a threat to the realisation of SPIRE's benefits and also to the Houses' compliance with internal information policy (e.g. Records Management Policy) and legislation (e.g. Data Protection Act).

Next steps

15. Once the SPIRE rollout is complete (December 2012), work will be undertaken to assess all remaining information stores. Where corporate information remains in shared drives, personal drives and mailboxes (unless that information falls under the criteria identified in Annex A), an action plan with deadlines should be put in place. The Management Boards should continue to monitor progress against this plan, via updates from the delegated SPIRE Business Benefits Owners. As noted above, the Commons Management Board has already asked for a further update in December 2012.

Implications for the House of Lords

16. SPIRE is a bi-cameral programme affecting staff in both Houses and PICT. Therefore this paper will also be given to the House of Lords Management Board to take note of at its meeting on November 7th.

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Senior Responsible Owner, SPIRE

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Annex A – information which is out of scope of the SPIRE system

Category	Options
Reference materials originating from outside Parliament: • materials downloaded from the internet • external standards and guidance • news articles and press cuttings • supplier catalogues or brochures • special interest newsletters to which an office or department subscribes • publications received in hard copy **Reference copies of Parliamentary publications:** • copies of corporate newsletters • Printed Committee Reports • Library Research Papers and Standard Notes	**If shared with others in a team/department:** • Save to a reference area on a managed shared drive • Upload to a SharePoint team site **Of personal interest only:** • Save to a personal drive, *or* • keep in hard copy **Note:** Reference materials should be reviewed regularly and obsolete, out-of-date and superseded information deleted/destroyed.
Images or artwork retained for use in marketing, communications and publicity materials: • libraries of reference photographs e.g. of Parliamentary buildings, catering images, staff directory photographs etc • extensive photographs of events • stock images for use on internet and intranet pages • final artwork for leaflets and posters	• Save to a managed shared drive • Upload to a SharePoint team site, or • Keep in hardcopy

Formats not suitable for inclusion in SPIRE: • Microsoft Access databases • Applications which store complex documents as multiple files *e.g. publications created in Adobe InDesign* • FrameMaker files generated as part of the Bill process	• Save to a managed shared drive **Note:** This information is subject to disposal instructions in the *Authorised Records Disposal Practice* and should be reviewed regularly and deleted as appropriate.
Structured information stored in corporate application or other databases: • Line of business applications and databases *e.g. financial and HR systems, library catalogues, room and events booking systems* • Routine reports generated from a corporate database or other system which can be recreated easily *e.g. from HAIS, HAISL*	**Retain information in the original application in which it was created.** **Note:** This information is subject to disposal instructions in the *Authorised Records Disposal Practice* and procedures must be put in place to delete information in accordance with this.