

22200 POLICY - MCMS (INTRANET AND FORCE WEBSITE) USAGE

Version: 3 Last Updated: 15/02/10 Review Date: 15/02/13

ECHR Potential Equality Impact Assessment: Low

1. About This Policy

1.1. This policy has been created to provide guidance to members of staff on the use of the MCMS (Microsoft Content Management Server) software. This software allows all departments and OCUs to create, publish and maintain their own web pages on the force intranet, the same software is also used to create content for the force website.

2. General Principles

2.1. This policy and its associated procedures are based on the following core principles:

- a) That all information published on the force intranet and the force website is owned by Hampshire Constabulary and is provided for use in the conduct of the business of the force.
- b) Staff services recognised by the force may be approved for inclusion in the relevant locations on the intranet on a case by case basis, and will be subject to agreed protocols as detailed throughout 22201 Procedure - MCMS (Intranet) Usage.
- c) That all information contained on the force intranet and the force website must be up to date and accurate;
- d) That force policies & procedures will be published in the FPP Library, and not be published directly onto the intranet. Good practice is to create a hyperlink from the intranet to the relevant policy or procedure in the FPP library.
- e) That departments and OCUs will be responsible for the creation, publication, management and maintenance of their own information on the intranet; However, overall ownership of the intranet and the force website will reside with the Service Delivery Department (SDD).
- f) That all staff using this facility have received adequate training, and that they have read and understood the relevant policies on Information Security (06100 Policy - Information Security) and Data Protection (02106 Procedure - Data Protection);
- g) That any user assigned a role in order to operate this system understands the associated responsibilities (see 22201 Procedure - MCMS (Intranet) Usage, and 22205 Procedure - Hampshire Constabulary Website) to ensure that the force is operating this system efficiently and to its full potential.
- h) That SDD will have overall responsibility for the intranet and the force website in terms of ensuring that the content is suitable and fit for purpose, and that

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the formatting conventions described in 22201 Procedure - MCMS (Intranet) Usage are complied with at all times for both the intranet and the force website.

3. Policy

3.1. The aim of this policy is to promote to staff their responsibilities whilst operating this system. A number of different roles will be assigned to various users throughout the force who must then take on board:

- a) adequate training before commencing use of the system;
- b) the associated responsibilities of their particular role;
- c) all related compliance with regards to Information Security (06100 Policy - Information Security) and Data Protection (02106 Procedure - Data Protection).

4. Implications of the Policy

4.1. The force intranet has expanded significantly both in size and scope over recent years. The benefit to the force is measurable in the quality and scale of information that is readily available, searchable and up to date.

4.2. Because of the freedom devolved to departments / OCUs to publish to the intranet, it is important to have in place a number of controls and guidelines to ensure that the intranet remains an efficient and reliable information source.

4.3. This policy and its associated procedures will provide this guidance for staff.

5. Monitoring/Evaluation

5.1. It is the responsibility of SDD to monitor and ensure the effective operation of this policy and its associated procedures. The SDD Corporate Information Management team will manage applications for additional channels, and ensure that all information being added to the force intranet and the force website is befitting of a professional organisation in both content and appearance. Regular checks will be carried out by the SDD eBusiness team to ensure that out-of-date content and broken links are identified and rectified as soon as possible.

5.2. IT Services are responsible for the technical maintenance of the force intranet and website and the hardware used to house it.

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5.3. OCU's and departments are responsible for monitoring the information they are publishing to the intranet and that is published to the force website on their behalf, and to ensure that all staff undertaking any of the roles associated with this system, are doing so in a professional manner in accordance with both the training they have received and with 22201 Procedure - MCMS (Intranet) Usage and 22205 Procedure - Hampshire Constabulary Website.

6. Review

6.1. This force policy will be reviewed on an annual basis. SDD will review this policy and related procedures and ensure that they are working effectively to promote and support efficient, effective use of the intranet and the force website.

7. Other Related Policies, Procedures and Information Sources

7.1. Related Policies

7.1.1. 06100 Policy - Information Security

7.2. Related Procedures

7.2.1. 22201 Procedure - MCMS (Intranet) Usage

7.2.2. 22202 Procedure - Intranet Permission and Channel Requests

7.2.3. 22205 Procedure - Hampshire Constabulary Website

7.2.4. 02106 Procedure - Data Protection

7.3. Information Sources

7.3.1. Microsoft Content Management Server 2002 User Guide (IT Services)

7.3.2. Style Document.

7.3.3. AD203 – Equality Impact Assessment

Origin: Service Delivery Department