IT AND ASSETS POLICY

All IT Assets and Systems purchased by the Company are the property of the Company and:

* + shall be deployed and utilised as deemed most effective to the Company’s needs, and objectively demonstrate best value for money is obtained;
  + follow best procurement practice as per the Company Policies and applicable
  + legislation

Procurement of IT Assets and Systems shall be subject to necessary controls that ensure:

* + The strategic fit, alignment and prioritisation of items being purchased
  + Technical, operational and maintenance compatibility with appropriate existing IT Systems and infrastructure
  + Benefits of purchase are identified and realised
  + Compliance with legislation and the Company’s own governance and control requirements (e.g., Information Governance) are met

In all instances the Company’s Standing Orders, Financial Instructions, Business Case and Procurement Policies and NHS South of England Procurement Services requirements and codes of conduct apply when procuring IT Assets and Systems.

All procurement will be subject to adequate process and procedure being applied, based upon its estimated Whole Life Costs, as defined in the Company’s Standing Financial Instructions and guided by NHS South of England Procurement Services.

Procurements of IT Assets and Systems must be undertaken and implemented by the IT Department, who are responsible for engaging with NHS South of England Procurement Services. Requesters intending to procure IT Assets or Systems for use by the Company must undertake such procurement through, or with the written approval of, the Director of Procurement and Commercial services at NHS South of England Procurement Services and the Head of the IT Department.

Based upon estimated Whole Life Cost (including extensions), as per Company Standing Financial Instructions, and as defined in requirements and guidance provided by NHS South of England Procurement Services, all procurement within the Company is to be subjected to adequate processes and procedures being applied. Contracts will have a determined duration (no rolling contracts are allowed) and before contract expiry, the Company will consider the market and the current Company needs.

The IT Department shall not, without adequate and suitable further justification, approve or proceed with the procurement of IT Assets and Systems that do not comply with the requirements of this policy, plans, standards or expectations.

All IT Assets purchased (excluding consumable items, e.g., keyboards, mice, etc.) shall be registered in the IT Department’s asset management system and asset tagged before being issued or put into use.

All IT Systems purchased shall be assigned Information Asset Owners and registered in the Company’s information asset registers.

IT Systems shall only be used within their contracted and procured limits.

IT Assets and Systems shall be adequately administered and maintained to ensure they remain fit for purpose and compliant with licenced conditions of use during the whole life of the System and Asset.

The extension of the scope or functionality of an IT System beyond that originally approved for purchase shall constitute and be subject to the same criteria as the procurement of a new IT system.

# DUTIES AND RESPONSIBILITIES

IT Committee

The IT Committee acts as the point of escalation for issues arising from this Policy.

NHS South of England Procurement Services

NHS South of England Procurement Services and its staff are responsible when engaged by the Company for:

* Ensuring that any requests for IT Assets or Systems received directly are referred to the IT Department for review and technical approval before procurement is initiated.
* Promoting compliance with European and National Procurement Legislation, Company Standing Financial Instructions and other related policies.
* Ensuring best value for money is obtained, taking into account lifetime costs associated with purchase of goods and services.
* Provision of expertise, market intelligence, material and guidance to support sourcing, specification, evaluation, negotiation.
* Working closely with the IT Department and the requesting Department ensuring due process is followed.

The IT Department

The IT Department and its staff are responsible for:

* As part of the annual Company Business Planning cycle, collating all IT investment requirements notified to them by Services and Departments, involving appropriate stakeholders in prioritising them in accordance with Company Strategy, gaining formal approval for the annual IT Development Programme and notifying Services and Departments which investments will be funded.
* Managing the procurement of all IT Assets and Systems on behalf of the Company in accordance with this policy, Standing Financial Instructions, European and national legislation.
* Arranging the assignment of Information Asset Owners and Clinical Safety Officers for core IT Systems and infrastructure.
* Engaging and working closely with NHS South of England Procurement Services to provide specialist procurement support at every stage of the procurement.
* Agreeing sources and channels for the provision of IT Assets with NHS South of England Procurement Services.
* Reviewing IT Assets and Systems to verify that they align with the Company’s strategic plans, route maps and standard equipment lists and; comply with standards set through the Company’s IT policies and guidelines.
* Upkeep and maintenance of IT asset management procedures including configuration and asset management databases.
* Registration and control of IT equipment.
* Supporting creation of specific required documentation to undertake a procurement process such as specification and evaluation criteria or assist the Client Lead when clinical systems are to be purchased.
* Compliance with agreed terms and conditions for the IT Assets and Systems for which they have ongoing day-to-day responsibility.
* Contract and asset management of IT Assets and Systems for the IT Assets and Systems for which they have ongoing day-to-day responsibility.

Service and Department Managers

In addition to the other responsibilities and duties detailed in this policy, Service and Department Managers are responsible for:

* As part of the annual Company Business Planning cycle, notifying the IT Department of all IT investment requirements for the forthcoming financial year with details of risks incurred by not making the investment, benefits of doing so and likely funding sources.
* When notified by the IT Department of IT investments which may be funded, following appropriate Company approval routes to gain formal approval to make the required investment, involving the IT Department and South of England Procurement Services as necessary.
* Nominating an appropriate ‘Client Lead’ to represent the Service or Department throughout any subsequent procurement.
* Ensuring that the IT Service Desk is informed, at the earliest opportunity, of reallocation and relocation of IT Assets (providing all asset numbers and new locations).

Client Lead (Budget Holders, System Requestors and Managers)

In addition to the other responsibilities and duties detailed in this policy, The Client Lead is responsible for:

* Ensuring that their permanent and temporary staff and contractors involved in IT Asset or System procurement have read and understood this policy.
* Ensuring timely engagement with the IT Department and NHS South of England Procurement Services in the purchase of IT Assets and Systems. Ideally this will be at initial ideas stage and, at latest it must be prior to any decision making or approval.
* Ensuring that funding and expenditure for IT procurements is authorised in accordance with this and the Company’s wider policies and procedures and aligned to central road map.
* Identifying Information Asset Owners, Information Asset Administrators and Clinical Safety Officers for IT Systems which are not classified as Company-wide Information Assets.
* Providing documentation requested by the IT Department and NHS South of England Procurement Services to undertake the procurement process, such as specification of requirements and evaluation criteria when IT Systems are to be purchased.
* Defining internal roles and responsibilities when participating on a tender exercise and ensuring that staff involved in procurement decisions are appropriately trained by NHS South of England Procurement Services.
* Committing time and resources to the procurement process as required.
* Ensuring that the IT Assets or Systems are compatible, supported and maintained and in accordance with the terms of the license.
* Ensuring the use of IT Systems is in line with the terms and conditions agreed with Suppliers and reviewed by NHS South of England Procurement Services.

Information Asset Owner (IAO)

In addition to the other responsibilities and duties detailed in this policy, The IAO is responsible for:

* Registration of the IT System on the Information Asset Register.
* Ensuring that the IT Service Desk is informed, at the earliest opportunity, of reallocation and relocation of IT Assets (providing all asset numbers and new locations).
* Assignment of Information Asset Administrators for each IT System for which they are responsible.
* Ongoing compliance with contract and license terms and conditions of IT Asset and System usage.
* Day-to-day asset management including monitoring of licenced usage and arrangement of adjustments in licenced capacity as might be required.
* Contract management of IT Assets and Systems.
* The provision of adequate ongoing support and maintenance arrangements.
* Ensuring timely engagement with the IT Department and South of England Procurement Services in purchase of replacement IT Assets and Systems. This must be sufficiently in advance of termination of an existing contract to allow time for a competitive procurement to take place.

Staff

Every member of staff is responsible for ensuring that they comply with this and related Company and IT policies, processes related to this policy, guidelines and safe working practices.