

- 1) A copy of your most up to date procurement policy.

Please find at the following [Link](#)

- 2) A copy of your most up to date I.T. procurement policy.

We don't have a procurement policy as such. We have Contract Procedure Rules, which can be found in the Open Data section on the Council website. [Open data \(wigan.gov.uk\)](http://wigan.gov.uk)

- 3) A copy of your most up to date software asset management policy.

We don't have separate software and hardware asset management policies. We have included CMDB Policy

- 4) A copy of your most up to date hardware asset management policy.

We don't have separate software and hardware asset management policies. We have included CMDB Policy

- 5) A copy of your most up to date corporate/purchasing credit card policy.

We do not have a policy for corporate purchasing cards. The framework for their use is within the Council's Constitution, specifically the Financial Procedure Rules, an extract from which is below.

15.4 Purchase Cards may also be used to pay, at the point of ordering, for Works, Goods or Services supplied to the Council. Purchase Cards should not be used to pay supplier invoices received after the Goods or Services have been received. Purchase Cards are held by designated Officers within each Department as authorised by the relevant Chief Officer who shall also approve the appropriate financial limits for each purchase card. Officers in possession of purchase cards must follow agreed procedures and protocols as agreed by Chief Finance Officer.

16.10 Payments made by Purchase Card should be made in accordance with the Authority Council's Purchase Card Rules and procedures. Purchase Cards issued to individuals are for the sole use by the named card holder. Individual card holders are responsible for ensuring that records of all payments are retained, scanned and uploaded in to the Corporate Finance System and that all transactions are reviewed electronically on a monthly basis to ensure that all transactions are valid with the VAT correctly apportioned.

16.11 Chief Officers should ensure that Purchase Card transactions are approved electronically on a monthly basis by an appropriate Officer (Approver).

16.12 A list of all Purchase Card holders and their card limits, shall be issued on an annual basis to the relevant Chief Officer to review.

- 6) A copy of your most up to date expenses policy

[Travel-and-subsistence-guidance.pdf](#)



Configuration Management - Policy

Bolton & Wigan Partnership

Author: [REDACTED]
Version: 1.4

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1 Configuration Management Policy

1.1 Purpose

The purpose of the Configuration Management (SACM) process is to ensure that the assets required to deliver services are properly controlled, and that accurate and reliable information about those assets is available.

1.2 Objectives

The objectives of SACM are to:

- Ensure that assets are identified, controlled and properly cared for throughout their lifecycle.
- Locate, Identify, control, record, report, audit and verify services and other configuration items (CIs).
- Account for, manage and protect the integrity of CIs through their lifecycle by ensuring that only that only authorised components are used and only authorised changes are made.
- Ensure the integrity of CIs and configurations required to control the services by establishing and maintaining an accurate and complete configuration management system (CMS).
- Maintain accurate configuration information on the historical, planned and current state of services and other CIs.

1.3 Scope

This policy applies to anyone providing support in the Bolton and Wigan Partnership organisation.

- Service assets that need to be managed in order to deliver services are known as configuration items (CIs). This could be either physical or virtual items.
- All CIs will be identified, base lined and maintained and any changes to them are controlled, ensuring that releases into controlled environments and operational use are authorised.
- All assets that make up the end to end service for Bolton and Wigan Partnership will be maintained within an asset register, and only those assets will be recorded.
- The cost of each asset will be recorded at time of purchase and entry in the register. This will only be for assets entered from 2013.
- Only hardware and software will be recorded within the SACM. All approved documentation such as SLA, Policies, Process and Procedures will be managed through change.

1.4 Out of scope

The following hardware is treated as consumable items and not assets and therefore will not be recorded or managed: IP Telephony handsets, un-managed printers, Keyboard, monitors, Mice and KVM switches.

Only details of hardware and software assets will be held in the asset register.

1.5 Value to the business

Optimising the performance of service assets and configurations improves the overall service performance and optimises the costs and risks caused by poorly managed assets, e.g. service outages, fines, correct licence fees and failed audits.

SACM provides visibility of accurate representations of a service, release or environment that enables:

- Identifying, lost or stolen assets
- Minimising the risk of information security incidents
- Better forecasting and planning of changes
- Successful assessment, planning and delivery of changes and releases
- Resolution of incidents and problems within the service level targets
- Better adherence to standards, legal and regulatory obligations (fewer non-conformances)
- Traceability of changes from requirements
- Reduced cost and time to discover configuration information when it is needed
- Proper stewardship of fixed assets that are under the control

1.6 Policy

- All service asset and configuration management operations costs and resources will be commensurate with the potential risks to the services
- Any governance requirements, specifically around software asset management will be adhered to
- Deliver the warranties as defined by the service level agreements and contracts
- To maintain adequate configuration information for internal and external stakeholders
- To provide a level of control for traceability and auditability.
- Any configuration items without a listed owner are assigned to [REDACTED]

1.7 Interfaces

As the single repository of configuration data and information for IT service management – SACM supports and interfaces with every other service management process and activity to some degree. Some of the more important interfaces are:

- Change Management – identifying the impact of proposed changes
- Financial Management for IT services – capturing key financial information such as cost, depreciation methods, owner and user (for budgeting and cost allocation), maintenance and repair costs
- ITSCM – awareness of the assets on which the business services depend, control of key spares and software
- Incident/Problem/Error – providing and maintaining key diagnostic information; maintenance and provision of data to the service desk
- Availability Management in detection of points of failure.

1.8 Outputs

Outputs from service asset and configuration management include:

- New and updated configuration records
- Updated asset information for use in updating the fixed asset register
- Configuration snapshots and baselines
- Status reports and other consolidated configuration information

2 Asset Ownership

For assets purchased for use by Partner users, the Asset Owner is the Partnership CTIO. For any assets purchased for use by BWP Agilisys users, the Asset Owner is the BWP Service Director.

3 Contacts & Information

If you have any questions or you are in any doubt about any aspect of the Configuration Management process, please contact the Configuration Management Process Owner [REDACTED]

4 Document Control

4.1 Revision History

Version	Date	Name	Title / Role
0.5	Feb 2015	[REDACTED]	Transfer of standard procedure to Bolton and Wigan format
1.0	Feb 2015	[REDACTED]	Updated Approvals
1.1	Jun 2015	[REDACTED]	Added to section 1.1. "All assets that make up the end to end service for"
1.2	Mar 2017	[REDACTED]	Review and minor updates
1.3	Mar 2019	[REDACTED]	Review and minor updates
1.4	Feb 2020	[REDACTED]	Review, minor updates and rebranding
1.4	Oct 2022	[REDACTED]	Review

4.2 Document Approval

This document requires the following approvals. ('Approved' assumes review undertaken prior to approval).

Version	Date	Name	Title / Role	Approval Status (Pending/Approved)
1.1	Jun 2015	[REDACTED]	[REDACTED]	Approved
1.1	Jun 2015	[REDACTED]	[REDACTED]	Approved
1.1	Jun 2015	[REDACTED]	[REDACTED]	Approved
1.3	Mar 2019	[REDACTED]	[REDACTED]	Approved
1.3	Mar 2019	[REDACTED]	[REDACTED]	Approved
1.4	Feb 2020	[REDACTED]	[REDACTED]	Approved
1.4	Oct 2022	[REDACTED]	[REDACTED]	Approved

4.3 Document Reviews

This document has been reviewed by the following people, in addition to those listed above.

Version	Date	Name	Title/Role
1.1	Jun 2015	[REDACTED]	[REDACTED]
1.1	Jun 2015	[REDACTED]	[REDACTED]
1.4	Feb 2020	[REDACTED]	[REDACTED]
1.4	Feb 2020	[REDACTED]	[REDACTED]
1.4	Oct 2022	[REDACTED]	[REDACTED]



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