

REPUBLIC OF KENYA



NYAMIRA COUNTY ASSEMBLY

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
GOVERNANCE FRAMEWORK**

JANUARY 2017

APPROVAL

This ICT Governance Framework document in its initial form has received the following reviews and approvals from the County Assembly Service Board and Management:

Prepared by:

Head of Department ICT

Signature

Date

Authorized By:

The Clerk and Secretary to the County Assembly Service Board

Signature

Date

ABBREVIATIONS

CAN	County Assembly of Nyamira
CASB	County Assembly Service Board
COBIT	Control Objectives for Information and Related Technology
ICT	Information and Communication Technology
ITIL	Information Technology Infrastructure Library
MCA	Member of County Assembly
PFM	Public Finance Management

Table of Contents

APPROVAL	i
1. INTRODUCTION.....	1
1.1. Purpose	2
1.2. Benefits.....	2
1.3. Scope and applicability	2
2. ICT STEERING COMMITTEE	3
2.1. Purpose	3
2.2. Responsibilities	3
2.3. Authority	4
2.4. Membership	4
2.5. Meetings.....	5
2.6. Reports and outputs.....	5

1. INTRODUCTION

ICT Governance Framework defines the systematic method by which the current and future use of ICT is directed and controlled within the County Assembly of Nyamira. It involves evaluating and directing plans for the use of ICT to enable support for the organization and monitor the use to achieve those plans and ensure that risks are identified and managed properly. It includes formulation, implementation and enforcement of the ICT strategy, policies, procedures and standards for using ICT within CAN.

There are a number of world class ICT governance benchmarks that lay a foundation for proper ICT Governance and service management. These include COBIT, ITIL and King III Code. ICT Governance of the CAN is guided by these frameworks providing a foundation to ensure that ICT services and activities are aligned with Assembly objectives, ensure that the investment in ICT is maximized and prioritized, the risks are correctly managed and all the ICT resources are appropriately utilized.

ICT Governance is therefore the responsibility of CASB and Senior Management as it is an integral part of Assembly governance and leadership.

We take cognizance of the fact that in larger organizations, ICT Governance involve more committees such as ICT Strategic Committee that is charged with of overall ICT strategic matters, ICT Steering Committee that is in charge of supervision and implementation of ICT policies and activities, and an ICT Operational Committee that is in charge of day to day operations of the ICT function. However, because of the current size of the Assembly, the ICT Steering Committee will perform the roles of both the Strategic and Steering Committees while those of the Operational Committee will be performed by the ICT Department.

This Charter takes into account National ICT Policies and Governance Frameworks, the PFM Act 2012, and the CAN Scheme of Service.

1.1.Purpose

The purpose of CAN ICT Governance Framework is to provide a strategic direction for the ICT Function of the Assembly as outlined in the ICT Master Plan and in the CAN Scheme of Service, to ensure that ICT objectives are achieved, the risks are managed appropriately, and the ICT resources are used responsibly. In providing strategic direction, ICT Governance Framework ensures that ICT team members are focused towards contributing towards attainment of departmental goals and expectations of CASB. The purpose of ICT Governance as per the COBIT Framework is to ensure that:

- ICT is aligned with business
- ICT enables the business and maximizes benefits
- ICT resources are used responsibly
- ICT risks are managed appropriately

1.2.Benefits

The benefits of abiding by this ICT Governance Framework include the following:

- CASB and the Assembly at large will see the improvement in the quality of ICT services over time;
- Reduced failure of ICT projects because of minimized risks and cost savings in delivering ICT services.

1.3.Scope and applicability

The ICT Governance Framework covers all ICT assets and personnel of the County Assembly. It also applies to MCAs, CASB, all staff, service providers, vendors, and other stakeholders that may come into contact with any of the Assembly's information assets.

2. ICT STEERING COMMITTEE

The COBIT ICT Governance framework defines the requirements of establishing an ICT Steering Committee whose overall mandate is to determine prioritization of IT-enabled investment programmes in line with the organization's business strategy and priorities, track status of projects and resolve resource conflict, and to monitor service levels and service improvements

2.1.Purpose

The purpose of the ICT Steering Committee is to advise CASB on ICT strategy, coordinate and oversee the planning, implementation and execution of ICT projects and monitoring the status of all ICT activities. In addition, the Committee shall assist the head of ICT in governing and overseeing the department's ICT related matters and the strategic alignment of ICT to the Assembly business. The Committee must ensure that the head of ICT has the information needed to make informed decisions that are essential to achieve the overall objectives of ICT governance.

2.2.Responsibilities

The ICT Steering Committee shall offer insight, timely advice and direction on ICT programmes. The Committee shall perform the following functions:

- (i) Monitors the development and implementation of ICT strategic plans and other policies;
- (ii) Approves ICT project plans, budgets, and sets priorities and milestones;
- (iii) Assesses the need for ICT projects in terms of project business case and related risks;
- (iv) Acquires and assigns appropriate resources to ICT projects;
- (v) Communicates strategic goals to project teams;
- (vi) Monitors resources and priority conflicts between Assembly directorates, departments, ICT function and projects;

- (vii) Recommends changes to ICT strategic plans (priorities, funding, technology approaches, resources, etc.);
- (viii) Monitors and reports to CASB when necessary on the level of implementation of ICT strategies and policies, taking into account challenges and other constraints;
- (ix) Monitors and reports to CASB when necessary on the performance of the ICT division, project planning and implementation;
- (x) Monitors and reports to CASB when necessary, on the performance of ICT projects in the context of envisaged business case and the related risk of such projects;

2.3. Authority

The ICT Steering Committee does not assume the role of the head of ICT's governance accountability nor makes final decisions. The Committee does not play a role in the day-to-day management of the ICT function. It acts solely as an advisor to the head of ICT and CASB on current and future ICT related matters.

In order to execute its mandate effectively, the ICT Steering Committee is provided with the following authority:

- (i) Unrestricted access to information from relevant departments;
- (ii) Unqualified cooperation from all directorates and departments;
- (iii) Participation in ICT risk management and provision of direction to ICT support services;
- (iv) Participation in ICT projects feasibility, approval and monitoring. This also includes other projects where the implementation of ICT related services, products and / or infrastructure is incorporated as part of a project plan initiated within the Assembly.

2.4. Membership

Membership of the ICT Steering Committee shall reflect the diversity of users of ICT services. Essentially, the senior most officers in the identified departments and directorates shall be co-opted as members.

No.	Designation	Role
1.	Budget officer	Chairman
2.	Head ICT	V/Chairman
3.	ICT Officer	Secretary
4.	Office of the Clerk	Member
5.	Director Supply Chain	Member
6.	Director Procedures & Committee Services	Member
7.	Principal Accountant	Member
8.	Internal Auditor	Member
9.	Hansard Reporter	Member

2.5.Meetings

The ICT Steering Committee shall meet at least once every month or as need arises so as to accomplish its duties. The Committee shall report its findings and recommendations to the Clerk who will then share them with CASB. In addition, the Committee's meeting agenda, minutes and supporting documents should be provided to the head of ICT department for implementation.

2.6.Reports and outputs

Reporting on ICT programmes and projects shall be done quarterly. The Committee is accountable for the submission of the following reports and work products:

- (i) Project performance criteria;
- (ii) Project scope statements, plans and progress reports;
- (iii) Stakeholder project acceptance confirmations;
- (iv) Post-implementation review results;
- (v) Aggregated risk profile, including status of risk management actions