Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)
Request ID: FOI416877632

Thank you for your request for information relating to IT and website systems.

You have requested the following information:

Intranet Questions

1. How many people are employed by your organisation, including full time and part time?

As at the 1st May 2022, excluding casual and schools staff (Core Council only):

Status	Headcount
Full-time	3206
Part-time	1609

2. What is your current intranet solution? (Sharepoint, Wordpress, Interact, Invotra, Oak etc)
Sharepoint.

3. How long have you been using this intranet solution?
Since 2017.

4. When is your intranet contract up for renewal?
Sharepoint Online is part of our Microsoft Enterprise Agreement. We are advising you as per Section 21 of the Act, that the requested information is accessible on our contracts register:

https://www.coventry.gov.uk/contractsregister

See contract Ref: COV-12765 - 01/04/2022 – 31/03/2022,

5. What is your annual intranet budget?
We do not have a specific Intranet budget as we are using existing platform solutions (Office 365) for this.

6. What is your procurement process? Please can you include any portals used to list tenders and/or any suppliers/consultants used to procure.

We are are advising you as per Section 21 that this information is accessible via the following webpage:
https://www.coventry.gov.uk/procurement

7. Do you share intranet/IT services with other organisations, if so who?
No.

8. Which team and/or individual(s) are responsible for managing your intranet internally?
The Council's Corporate Communications and ICT teams.

9. Are you using the Office 365 suite? If so, which applications from the suite are in use?
Yes. We use Exchange, Sharepoint, Yammer, Teams and other features included in Microsoft M365 (including Windows E5, Office 365 E5, EMS E5).

10. Which team and/or individual(s) are responsible for your intranet's procurement within the organisation?
Nigel Hart: Head of Communications
Paul Ward: Head of ICT & Digital

11. Is your Active Directory hosted on-premise, or in the cloud?
On-premise, in a Hybrid with Azure Active Directory.

12. Could you provide us with a link to your Digital Workplace Strategy?
Corporate ICT Strategy: https://www.coventry.gov.uk/ictstrategy
Council Plan: https://www.coventry.gov.uk/councilplan

Website / Accessibility Questions

1. What software are you currently using for your website?
JaduCMS

2. What team/individual is responsible for maintaining your website?
Corporate Communications team.

3. Do you work with an external supplier to maintain your website, if so when does your contract expire?
Yes. Contract details are available on our contracts register:
https://www.coventry.gov.uk/contractsregister

We therefore do not have to provide the information as per Section 21 of the Act.

4. When did you last conduct an accessibility audit against your public website?
Regular testing is conducted using different tools.

5. What team/individual is responsible for digital accessibility across your public facing services?
Service areas who own each online system.

6. What is your budget for digital accessibility?
There is no specific budget for digital accessibility rather. We build it in to requirements and approaches to new/existing solutions.

7. What is your annual marketing/communications budget for creating content for residents?
There is no specific creation budget.

8. Do you work with external marketing/communications suppliers to create content for your public facing services?
Yes.

9. When was the last time you conducted a content audit on your website to remove outdated content?
Each piece of content is reviewed at least every 6 months.

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For information, we publish a variety of information such as: FOI/EIR Disclosure Log, Publication Scheme, Facts about Coventry and Open Data that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance