### Illustrative Cyber 360 schedule

Please check colleagues’ diaries, place diary holds, populate this schedule and return at least six weeks before your Cyber 360 start date.

This schedule is purely illustrative. Please replace role descriptions with titles that are appropriate to your council. Discussions do not need to take place in the order suggested – please rearrange slots as needed to maximise colleagues’ availability.

## Day 1 - <insert date>

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| Time | Workstream 1 | Workstream 2 |
| **9.00am – 9.30am** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **9.30am – 9.45am** | Introductory Meeting - Scene setting session and initial dialogue with **Chief Executive and 360 Sponsor** – checking expectations, reviewing schedule and sharing initial perceptions  Team Members:  Meeting Link: Workstream One | |
| **9.45am – 10.30am** | **Meeting with Chief Executive**  Council Rep:  Team Members: | **Meeting with SIRO**  Council Rep:  Team Members: |
| **11.00am – 11.45pm** | **Meeting with Leader of the Council and/or Portfolio Holder**  Council Rep:  Team Members: | **Meeting with Head of IT**  Council Rep:  Team Members: |
| **12:00pm – 1:00pm** | Lunch | |
| **1.00pm – 1.30pm** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **1.30pm – 2.15pm** | **Meeting with Chair of Scrutiny/Audit Committee**  Council Rep:  Team Members: | **Meeting with Cyber Security Lead and/ or IT Security Team (if different to above)**  Council Rep:  Team Members: |
| **2.45pm – 3.30pm** | **Meeting with Chief Finance Officer/ S151 Officer**  Council Rep:  Team Members: | **Meeting with Responsible Director for IT (if different to S151 Officer)**  Council Rep:  Team Members: |
| **4.00pm – 4.45pm** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **4.45pm – 5.00pm** | **End of day feedback with 360 Organiser**  Council Rep:  Meeting Link: Workstream One | |

## Day 2 <insert date>

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| **Time** | **Workstream 1** | **Workstream 2** |
| **9.00am – 9.30am** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **9.30am – 10.15am** | **Meeting with Head of Key Council Service**  Council Rep:  Team Members: | **Meeting with Procurement Team**  Council Rep:  Team Members: |
| **10.45am – 11.30am** | **Meeting with Head of Key Council Service**  Council Rep:  Team Members: | **Head of Training and Development/ Training and Development Team**  Council Rep:  Team Members: |
| **12:00 – 1:00pm** | Lunch | |
| **1.00pm – 1.30pm** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **1.30pm – 2.15pm** | **Meeting with Head of Service with large supplier contracts**  Council Rep:  Team Members: | **Meeting with key information asset owner e.g. Revs and Bens/ ASC/ Children’s Services/ Planning…**  Council Rep:  Team Members: |
| **2.45pm – 3.30pm** | **Meeting with BCP Manager/ Recovery Manager/ Head Emergency Planner**  Council Rep:  Team Members: | **Meeting with key information asset owner e.g. Revs and Bens/ ASC/ Children’s Services/ Planning…**  Council Rep:  Team Members: |
| **4.00pm – 4.45pm** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **4.45pm – 5.00pm** | **End of day feedback with Sponsor and Organiser**  Council Rep:  Meeting Link: Workstream One | |

## Day 3 <insert date>

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| **Time** | **Workstream 1** | **Workstream 2** |
| **9.00am – 9.30am** | Cyber 360 Team Time, Meeting Link: Workstream One | |
| **9.30am – 10.15am** | **Meeting with HR Officer**  Council Rep:  Team Members: | **IT Staff Focus Group (infrastructure, applications, security)**  Council Rep:  Team Members: |
| **10.45am – 11.30am** | **Meeting with Chair of Information Governance Board or equivalent**  Council Rep:  Team Members: | **Meeting with Data Protection Officer and/ or Privacy Officer**  Council Rep:  Team Members: |
| **12:00 – 1:00pm** | Lunch | |
| **1.00pm – 1.30pm** | Cyber 360 Team Meeting, Meeting Link: Workstream One | |
| **1.30pm – 2.15pm** | **Meetings with 2 lay staff members**  Council Rep:  Team Members: | **IT Staff focus group (service desk/ security)**  Council Rep:  Team Members: |
| **2.45pm – 3.30pm** | **Meeting with Comms Officer**  Council Rep:  Team Members: | **Free Slot** |
| **4.00pm – 4.45pm** | Cyber 360 Team Wrap Up, Information Management, Thank yous. Meeting Link: Workstream One | |
| **4.45pm – 5.00pm** | **End of day feedback with Sponsor and Organiser**  Council Rep:  Meeting Link: Workstream One | |