



# Compliance Reports

## Sample Reports for Shire Council

This pack includes three sample reports created by the NETconsent system and some additional background information on implementation services and the benefits of automating policy and procedure management.

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### Report 1

<b>Title:</b>	<b>CoCo Compliance Summary Report</b>
<b>Audience:</b>	Board members responsible for corporate governance standards and compliance.
<b>Content:</b>	Shows overall policy acceptance by employees.
<b>Benefit:</b>	Board members can easily scrutinise the extent to which the CoCo policy has been successfully communicated.

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### Report 2

<b>Title:</b>	<b>Examination Report Summary</b>
<b>Audience:</b>	Line managers responsible for ensuring departmental staff understand and comply with corporate policy.
<b>Content:</b>	Shows understanding of policies by employees within each department.
<b>Benefit:</b>	Line managers can easily monitor staff agreement to policies and quickly identify knowledge gaps and/or potential weaknesses in the policy or training.

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### Report 3

<b>Title:</b>	<b>Examination Certificate</b>
<b>Audience:</b>	Users entitled to access GCSX network
<b>Content:</b>	Shows individual examination result with details of which questions were answered correctly or incorrectly.
<b>Benefit:</b>	Users can refresh their knowledge by revisiting the distributed policy, when a lack of knowledge is exposed.

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# CoCo Compliance Summary

This report shows a graphical summary of the overall Compliance Status of all active policies for Shire Council.

## Report Details

### Report Date




15/03/2009

12:57:57

GMT Standard Time

## Results

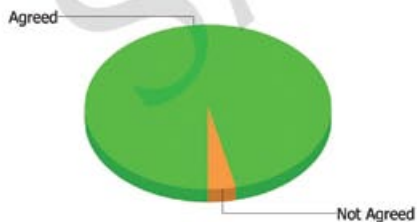
### Summary

	Number of Active Policies	1
	Number of Users being Managed	478
	Number of Users who have Accepted Active Policies	470
	Number of Users who have Declined Active Policies	2
	Number of Users for whom Policies NOT Processed	6

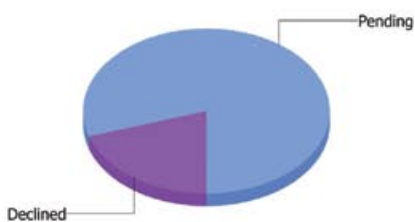
### Compliance Status

	Agreed	98.32%
	Declined	0.41%
	Pending	1.23%

### Compliance Status



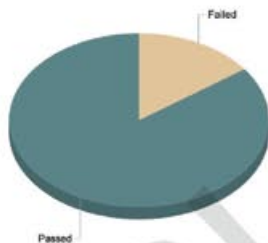
### Non-Compliant Status



# Examination Score Summary

## Examination Folder: CoCo Code of Connection Policy Exam

Policy Category:	Information Governance
Policy Name:	CoCo Code of Connection Policy [0000.00.b]
Examinations Taken:	147
Exams Outstanding:	5
Percentage Passed	The percentage of staff met or exceeded the pass mark is 85%
Target Pass Mark	The target pass mark percentage is 50%



Id	Question Results	Correct
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### Competency: Default Competency

979	The format of a valid PASSWORD in the organisation is	90%
980	I must change my PASSWORD every 30 days	92%
981	I can attach a dial-out modem to my company workstation to access the internet	55%
982	My department's external supplier of support services for my specialist optical reading device can have direct access to the organisations network facility	95%
983	My marketing department has selected names and addresses from a trade magazine and is allowed to send out an eShot to them promoting our products - is this allowed?	41%
984	My daughter needs company information for her dissertation - am I able to send this to her using the company email system?	98%
985	I will not be able to use the company's internet access services unless I have signed the Internet Authorised Usage Policy	99%
986	Breaking the guidelines I agreed to in the eMail AUP could result in disciplinary action being taken against me	100%
987	I can send emails with attachments that are not protected with a password - Is this correct?	84%
988	My office PC is broken so I propose to bring in my home PC, I can then get on with my workload and not waste time. Will this be acceptable?	96%

1,246 / 1,470

85%

# Examination Certificate

 **Robin, Saunders (NETCONSENT\_TEST\Saundersr)**

<b>Exam Date:</b>	20/03/2009 @ 10:53:05
<b>Policy Category:</b>	Information Governance
<b>Policy Name:</b>	0000.00.b
<b>Examination Name:</b>	CoCo Code of Connection Policy [0000.00.b]
<b>Your Result:</b>	You answered 60% of the questions correctly. You were expected to achieve a target of 50%

**PASS**

## Results Summary



## Results Detail

1	The format of a valid PASSWORD in the organisation is	<input checked="" type="checkbox"/>
2	I must change my PASSWORD every 30 days	<input checked="" type="checkbox"/>
3	I can attach a dial-out modem to my company workstation to access the internet	<input checked="" type="checkbox"/>
4	My department's external supplier of support services for my specialist optical reading device can have direct access to the organisations network facility	<input checked="" type="checkbox"/>
5	My marketing department has selected names and addresses from a trade magazine and is allowed to send out an eShot to them promoting our products - is this allowed?	<input checked="" type="checkbox"/>
6	My daughter needs company information for her dissertation - am I able to send this to her using the company email system?	<input checked="" type="checkbox"/>
7	I will not be able to use the company's internet access services unless I have signed the Internet Authorised Usage Policy	<input checked="" type="checkbox"/>
8	Breaking the guidelines I agreed to in the eMail AUP could result in disciplinary action being taken against me	<input checked="" type="checkbox"/>
9	I can send emails with attachments that are not protected with a password - Is this correct?	<input checked="" type="checkbox"/>
10	My office PC is broken so I propose to bring in my home PC, I can then get on with my workload and not waste time. Will this be acceptable?	<input checked="" type="checkbox"/>



Government  
**Gateway**

# Ensure a successful implementation

NETconsent is a unique solution that solves a newly emerging business problem: demonstrating compliance with corporate policies and procedures. Therefore it is likely that your organisation may not have had experience of introducing an automated Policy & Procedure Management system. This is why NETconsent has developed a fully documented implementation methodology, which addresses people, processes and technology. It is proven to help clients save time, effort and cost as well as ensuring a successful project.

## Why use the Methodology?

The NETconsent methodology follows Prince 2 principles and is built on the varied experiences and many lessons learned from an extensive customer base.

## Proven to save time, effort and cost

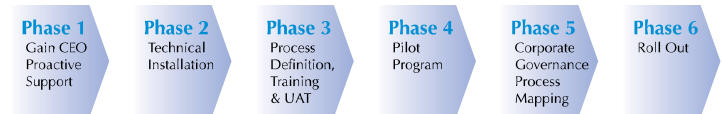
NETconsent has helped its clients over many years to run successful implementation projects. Along the way, our experts have developed and thoroughly documented a process which saves time and stress, and has been proven to ensure the delivery of the real benefits of NETconsent.

## Get Answers to these questions

- Where do I start?
- How do I take advantage of other people's learning experiences?
- What are the key roles and responsibilities needed to ensure a smooth implementation?
- How do I make sure everyone understands how to get the best from the new system?
- What is the best way to ensure a successful implementation?
- How do I get professional support to ensure a successful outcome?

## What are the key steps in the NETconsent Methodology?

The Methodology has fully documented supporting material for the key steps needed for a successful project.



The NETconsent Implementation Consultancy Service is available in various modules, ranging from partial implementation support through to full project management. The service can be further tailored to your specific needs to ensure that your organisation enjoys the full benefits of NETconsent as rapidly as possible, and that the implementation process is completed in a stress free and professional manner



*How do I ensure that I achieve a trouble free implementation of the new system?*

*"New skills were acquired quickly and productive time maximised by following a structured program which guided us along the critical path for this innovative new approach to Policy Management."*

**Mervyn Dunstan**  
Computer Audit Manager  
Cornwall County Council



## Automating Policy and Procedure Management

*An organisation's policies and procedures underpin every activity it undertakes.*

The overwhelming burden organisations face in order to comply with the ever increasing array of new standards and regulatory requirements, combined with the imperative to become even more productive, is causing major headaches in today's Boardrooms.

Many are discovering that a more proactive exploitation of their established policies and procedures, made possible by NETconsent, is enabling them to achieve these objectives in a very efficient manner.

### Compliance

To meet the latest Corporate Governance standards, it is essential that all staff receive, read and understand relevant policies and procedures, in a way that enables the organisation to evidence delivery, acceptance and comprehension.

### Improvements in Productivity & Customer Service Standards

Whilst compliance has been the principal impetus behind the drive to improve adherence to policies and procedures, another major benefit has been recognised: general productivity and standards of customer service also improve.

People will do a better job if they clearly understand what is expected.

*The overriding reason that short cuts are taken, is that the cost of doing the job properly has been prohibitive.*

### The cost of getting it wrong

The cost of correcting avoidable errors (the result of staff not following policies and procedures) is estimated to cost an organisation more than 5% of its total overhead cost. Reducing this cost delivers directly to the bottom line.

### Why take shortcuts?

Merely making reference to policies in a handbook or on an Intranet, or even keeping basic manual records fails to ensure that all staff have actually received, read and understood the policies and procedures.

Line managers find it an extremely difficult and time consuming exercise to get policies and procedures adopted in the workplace when using traditional methods.

**But now things have changed...**

**NETconsent transforms the way you handle policies and procedures**



# Key Features & Benefits

- NETconsent automates the whole process of administering and distributing policies and procedures.
- NETconsent cuts overhead costs, whilst ensuring compliance.
- NETconsent releases the full potential of policies & procedures to improve productivity and customer service standards.

## Automated distribution of all relevant policies and procedures

NETconsent electronically distributes documents by job title or workgroup. It automatically reissues the latest version if a policy or procedure is amended.

## Formal acceptance and sign-off

Policies can be mandatory or advisory, as determined by an administrator. If mandatory, the system can prevent use of the workstation or application, until the policy has been accepted.

## Pro-active notification of policies and procedures

Policies can be presented as staff log onto their workstation and/or reviewed through a desktop link to the NETconsent Management Centre, where a personalised record of all policies and procedures associated with each user is maintained.

## Full audit trail

Details of who has received which version of each document, when, and how long they spent reading it are automatically saved in the audit database.

## Confirmation of understanding

NETconsent provides an option to present a multi-choice questionnaire, which tests users' understanding of selected policies and procedures.



## Powerful reporting suite

NETconsent enables managers and auditors to confirm the state of compliance at the touch of a button. In addition, the comprehensive summary and drill down reporting helps managers quickly identify areas of concern, enabling them to more proactively leverage the benefits of using policies and procedures.

## Intuitive to use & easy to support

NETconsent is a web-based system, so training and support requirements are minimal. It is easy to install and has a very low IT overhead.

## Additional features

Additional features facilitate time limited information broadcasts (to save clogging up your email inbox) and online assessments, such as risk and staff surveys.

## Documented implementation program

The NETconsent implementation program avoids the need for organisations to reinvent the wheel. Our professional consultants and proven methodology ensure that each new project is completed rapidly and without fuss. Significant time, effort and money is saved.

**Call +44 (0)870 013 1600 for a demonstration**

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