# Statement of expectations

## Council responsibilities

1. Participating councils should identify a Cyber 360 sponsor and an organiser for the Cyber 360.
2. Lead organisers will act as a “single point of contact” for the Cyber 360, ensure that logistics are in place, help to prepare the draft schedule, and be available regularly during the three days of the Cyber 360.
3. Sponsors will commission the Cyber 360, ensure that there is high-level commitment to the process from senior staff and partners, and agree the scope of the Cyber 360.
4. Councils will ensure that provisional dates are sent to the LGA at least ten weeks before the start of the Cyber 360.
5. Councils will ensure that confirmed dates, a draft schedule, and a signed information confidentiality agreement are returned to the LGA at least six weeks before the start of the Cyber 360.
6. Councils should return this statement of expectations at least six weeks before the start of the Cyber 360.

## LGA responsibilities

1. The LGA will assign a Cyber 360 manager to the council. The manager will act as a key point of contact throughout the process.
2. The LGA will ensure that councils receive the guidance and support needed to successfully organise a Cyber 360. This includes an offer of at least two check-in meetings with the lead organiser, as well as briefings and presentations for senior colleagues.
3. The LGA will endeavour to put together a volunteer team with the skills and experience required to add value to the council’s Cyber 360.
4. As a basis for conducting conversations, the LGA will provide volunteers with a framework based on accredited good practice.
5. The LGA will ensure that the council receives a draft Cyber 360 report within four weeks of the Cyber 360’s end date.
6. The LGA will ensure that the council receives a final Cyber 360 report within one week of receiving feedback.

Please indicate that you understand and agree with these responsibilities:

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Lead organiser

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Sponsor