

AUDIT COMMITTEE	AGENDA ITEM No. 9
6 SEPTEMBER 2010	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Seaton, Cabinet Member for Resources	
Committee Member(s) responsible:	Councillor Collins, Chair of Audit Committee	
Contact Officer(s):	Steve Crabtree, Chief Internal Auditor	☎ 384 557
	Diane Baker, Compliance and Ethical Standards Manager	☎ 452 559

STRATEGIC GOVERNANCE BOARD: INFORMATION GOVERNANCE

R E C O M M E N D A T I O N S	
FROM : John Harrison, Executive Director (Strategic Resources)	Deadline date : N/A
To consider the progress made to date in respect of improving the Information Governance arrangements in the City Council.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Audit Committee in line with the agreed Work Programme for the Municipal Year 2010 / 2011.

2. PURPOSE AND REASON FOR REPORT

- 1.2 To update the Committee on progress to instil sound principles across the organisation in relation to the information governance.

3. TIMESCALE

Is this a Major Policy Item / Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
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4. GOVERNANCE BOARD

4.1 Background

- 4.1.1 Members were informed of the creation of the Strategic Governance Board on 2 November 2009. This was created to provide a forum for senior officers and Members of the Council to discuss and develop a coordinated approach to:

- Risk management;
- Corporate governance;
- Statutory and constitutional compliance;
- Decision-making and accountability;
- Audit, inspection and control systems; and
- Corporate policies and procedures.

4.1.2 Board membership comprises of:

- Solicitor to the Council (Chair);
- Head of Human Resources;
- Head of Corporate Services;
- Head of Legal (x 2);
- Chief Internal Auditor;
- Head of Business Support;
- Compliance and Ethical Standards Manager;
- Resilience Services Manager;
- Principal Democratic Services Manager.

4.1.3 There is also standing invitations to the Cabinet Member for Resources, Chair of Audit Committee, together with the Chief Executive. Other representatives are invited on specific issues.

4.2 Information Governance Workstream

4.2.1 The Council is committed to developing a comprehensive and effective policy framework covering all aspects of Information Governance. High profile personal or sensitive data losses have been incurred by the HRMC, the Ministry of Defence, the NHS and the Police. All data breaches have to be reported to the Information Commissioners Office and they have reported that there has been a rise in these incidents.

4.2.2 The Council is therefore developing an Information Governance Framework which incorporates the core measures identified in the Governments Data Handling review and the HMG Security Framework.

4.2.3 For practical purposes, Information Governance can be categorised into five main strands as follows:

- **Information Governance Framework.** This addresses the overall management and development of Information Governance arrangements at a corporate, managerial and operational level across the Council.
- **Information Security.** This considers the adequacy of the arrangements in place for protecting personal and sensitive data in accordance with the principles of the Data Protection Act 1998 and guidance issued by the Information Commissioners Office.
- **Compliance.** This considers the legal framework, constitutional arrangements and operational standards that need to be established to ensure that data and information management through PCC is conducted within the relevant legislative parameters (e.g. Data Protection, Freedom of Information).
- **Information Quality.** The requirement covers the need to ensure quality, accuracy, currency of data etc.
- **Record Management.** The process for creating, using, storing, archiving and disposing of records according to pre-defined set of standards.

4.2.4 Attached at **Appendix A** is the progress to date. Membership of the group includes Councillors Seaton, Peach, Lane and Fower.

4.2.5 Priorities for the next six months include the presentation of the overall Information Governance Policy, Strategy and associated roll out plan to Audit Committee and Corporate Management Team for consideration, together with the continued production of necessary policy and guidance documentation.

5. CONSULTATION

5.1 The report has been prepared in conjunction with the Information Governance workstream.

6. ANTICIPATED OUTCOMES

6.1 That the Audit Committee is informed of the proactive measures taken across the organisation in relation to Information Governance.

7. REASONS FOR RECOMMENDATIONS

7.1 There are no recommendations contained within this report.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 To not comply with best practice in relation to information governance. This was rejected as it could leave the authority open to criticism, reputational damage and potential fines if there was a breach or loss of data.

9. IMPLICATIONS

9.1 This report does not have any implications effecting legal, human rights act or human resource issues.

10. BACKGROUND DOCUMENTS

(Used to prepare this report in accordance with the Local Government (Access to Information) Act 1985)

None

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