

Name of meeting: Corporate Governance & Audit Committee

Date: 7th September 2018

Title of report: Information Governance Annual Report 2017/18

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	No
Is it eligible for "call in" by Scrutiny ?	No
Date signed off by <u>Director</u> & name Julie Muscroft, Service Director for Legal, Governance and Commissioning	Yes
Cabinet member approval	Cllr Graham Turner

Electoral [wards](#) affected: N/A

Ward councillors consulted: N/A

Public or private: Public

1. Purpose of report

To report on the main Information Governance events and activities for the year 2017/18 including:

- Information Governance matters
- Information access requests under the Freedom of Information Act 2000,
- Environmental Information Regulations 2004
- Subject access requests made under the Data Protection Act 1998.
- An outline of the improvements and developments planned for 2018/19, particularly in the context of supporting the organisation to achieve compliance with the new General Data Protection Regulation

This report is for information and comment.

2. Key points

Information governance should be seen in the context of wider corporate governance. The way in which we utilise, manage, retain, share and dispose of our information are the core components of robust information governance. It assists the council to reach a point where

information and data becomes an asset and an enabler to the council and its communities. It is the foundation of delivering our wider intelligence vision.

This report seeks to set out the breadth of activity and challenges in the context of information governance as a whole. By way of an overview, headline actions include:

- Ongoing work and continued monitoring of information requests
- Work intended to improve the information governance culture within the organisation and minimise risk from non-compliance, including:
 - Reviewing policies, guidance and frameworks
 - Promoting and updating awareness through learning and development
 - Implementing initiatives to improve information security
 - Delivering projects to update procedures for records management
 - Review information security incidents to identify Council Services where additional training and support is required
 - Reporting performance of the Council Services with respect to Information Access requests to the Information Governance Board

3. Implications for the Council

In the context of wider corporate governance it is important that the Council has a strategic approach to information governance that ensures legislative compliance whilst realising the opportunities and benefits of robust practice.

4. Consultees and their opinions

Members of the Information Governance Board were consulted on the contents of the attached report and endorse the information and proposals contained therein. The Annual report was considered by the Information Governance Board on August 24th who noted the report and agreed that the report should be considered by Corporate Governance & Audit Committee

5. Next steps

The learning from the last 12 months and planned activity for the next reporting period (as set out in the Annual Report) will form the basis of the work programme for the Information Governance Board with a clear focus on compliance with the new General Data Protection Regulation. This work will be closely aligned to the strategic objectives of the council in the context of the Corporate Plan.

6. Officer recommendations and reasons

That Corporate Governance and Audit Committee note and comment on the Information Governance Annual Report 2017/18

The Information Governance Board would be grateful for any comments from Members on the content of this report and ideas of what items Members would find useful to have included in future Information Governance Annual Reports.

It has been noted previously that this annual report is becoming larger each year. The Committee are asked if a half yearly update would be useful.

7. Contact officer and relevant papers

Katy Deacon – Information Governance Manager and Data Protection Officer
Lindsay Foody – Information Access Officer
Carl Whistlecraft – Head of Democracy
Julie Muscroft – Service Director for Legal, Governance and Commissioning