



Name of meeting: Corporate Governance and Audit Committee

Date: 10 March 2023

Title of report: Annual Report: Information Governance

Purpose of report:

The report is for information and provides an update on the Information Governance service outlining key events and activities over the year.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.	Not applicable
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u>?	Key Decision – No Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Not Applicable
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance? Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft, Service Director – Legal, Governance and Commissioning (Monitoring Officer) 2 March 2023
Cabinet member portfolio	Cllr Paul Davies

Electoral wards affected: All

Ward councillors consulted: None

Public or private: Public

Has GDPR been considered? Yes

1. Summary

Information Governance (IG) connects all the relevant standards, requirements and best practice for appropriate and legal information handling. This allows the Council to manage information in an appropriate way that balances the importance of maintaining confidentiality and privacy for individuals, whilst ensuring openness and transparency for the organisation. The Information Governance Board hold the IG Team and their practices to account, ensuring that personal data is processed to the highest standard and in line with legislation.

2. Information required to take a decision

Information is a vital asset to Kirklees Council to ensure the successful delivery of services and the efficient management of resources. It is important to ensure that information is effectively managed and that appropriate policies and practices are in place, ensuring that statutory obligations can be met.

Effective information governance practices allows the Council and its employees to ensure that both business and personal information is dealt with legally, securely, efficiently and effectively to enable the delivery of services.

The Information Governance Annual Report sets out how the Council has performed in key areas; Organisational Culture Change, Legal Compliance, Information Sharing and Processing and, Records Management.

The information in relation to this report is set out in the attached power point attachment at **Appendix 1**.

It is important that the Council continues to have a strategic approach to information governance that ensures legislative compliance whilst realising the opportunities and benefits of best practice.

The learning from this report has informed the priorities for the coming year and beyond. Working in triangulation with colleagues in Data & Insight and IT Teams, a strategic approach to data management across all services can be achieved.

This report outlines next steps and future plans for information governance in service and across the Council, supporting compliance and service delivery. Priorities include:

- Improve efficiencies and reduce backlogs within the IG Team
- Develop and deliver a communications plan
- Work with triangular colleagues (IT and Data & Insight) to deliver a strategic and co-ordinated approach to data management
- Update mandatory training packages
- Develop the online information hub for IG resources
- Finalise and roll out the Modernisation of Children's Records Project

Regular reporting has resumed to the IG Board regarding compliance, outlining areas of success, challenge and learning to support future practices. The IG Board is aware of the outlined next steps and is supportive of the IG Team carrying out these actions to help manage, reduce and mitigate the challenges previously faced.

Compliance with subject access requests is a key area of focus. Many requests are complex, covering long periods of time and are voluminous in nature. A person-centred approach in collaboration with Childrens Services to such requests is being scoped and worked on within resource and capacity. The aim is to provide support to care leavers, so they get the information they require in a timely and compliant manner.

The Modernisation of Children's Records Project will also support the reduction of the SARs backlog by digitising children's care records currently held in the central archive, making them more accessible for redaction at the time of need. Digitising records will also support emergency and recovery plans.

3. Implications for the Council

3.1 Working with People

This report outlines how the council has performed in meeting statutory timescales for responding to information requests including Freedom of Information (FOI), Environmental Information Request (EIR) and, data subjects rights requests.

3.2 Working with Partners

This report outlines how the council have worked with partners to support both parties in achieving information related outcomes.

3.3 Place Based Working

None.

3.4 Climate Change and Air Quality

None.

3.5 Improving outcomes for children

This report outlines the performance of requests for personal information made to the council, including by care leavers, relating to their time in care.

3.6 Financial Implications for the people living or working in Kirklees

None.

3.7 Other (e.g. Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions

The Council is required by law to adhere to;

- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 1998

4. Consultation

N/A

5. Engagement

N/A

6. Next steps and timelines

N/A

7. Officer recommendations and reasons

It is recommended that the Corporate Governance and Audit Committee note and comment on the Information Governance Annual Report.

The Information Governance Board would be grateful for any comments from members on the contents of the report and suggestions for what items members would find useful for inclusion in future reports.

It was previously acknowledged that the Information Governance Annual Report was becoming increasingly lengthy. A fresh approach has been taken to present the report, addressing this. Feedback from members would be appreciated to inform future reporting.

8. Cabinet Portfolio Holder's recommendations

The cabinet Portfolio Holder has been kept updated, there are no comments to report.

9. Contact officer

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Samantha Lawton – Head of Governance
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10. Background Papers and History of Decisions

None.

11. Service Director responsible

Julie Muscroft – Service Director for Legal, Governance and Commissioning