

## Information Governance – Annual Report 2016

### SUMMARY

- 1.1 This report provides members with a summary report on the key statistics and work in respect of the Information Governance service in 2016.

### RECOMMENDATIONS

- 2.1 To note the annual report.

### REASON FOR RECOMMENDATIONS

- 3.1 The Audit and Accounts Committee is responsible for providing assurance to the Council on the effectiveness of the governance arrangements, risk management framework and internal control environment.

### SUPPORTING INFORMATION

- 4.1 As part of the quarterly Information Governance Update report, Members have received updates on the work of the Information Governance team and statistics regarding the Freedom of Information (FOI) requests, Subject Access Requests (SARs) and any issues around compliance with the Data Protection Act. At the end of the year, the Head of Governance and Assurance provides an annual report to summarise performance in the calendar year. This report is attached at Appendix 2.

### OTHER OPTIONS CONSIDERED

- 5.1 None.

This report has been approved by the following officers:

Legal officer	n/a
Financial officer	n/a
Human Resources officer	n/a
Estates/Property officer	n/a
Service Director(s)	n/a

<b>Other(s)</b>	n/a
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<b>Background papers:</b>	None
<b>List of appendices:</b>	Appendix 1 – Implications Appendix 2 – Information Governance Annual Report 2016

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

1.1 None directly arising.

**Legal**

2.1 None directly arising.

**Personnel**

3.1 None directly arising.

**IT**

4.1 None directly arising

**Equalities Impact**

5.1 None directly arising.

**Health and Safety**

6.1 None directly arising.

**Environmental Sustainability**

7.1 None directly arising.

**Asset Management**

8.1 None directly arising.

**Risk Management**

9.1 None directly arising.

**Corporate objectives and priorities for change**

10.1 The governance framework includes arrangements to plan and monitor delivery of the Council's priorities.

