

Information Governance Framework – Key Documents

SUMMARY

- 1.1 This report seeks the Committee's approval on a number of key documents produced to support the Council's information governance framework.

RECOMMENDATION

- 2.1 To support and approve the policy and strategy documents that the Information Governance Board has endorsed, which will improve service delivery, enhance information governance and reduce financial and reputation risk to the council.

REASONS FOR RECOMMENDATION

- 3.1 To ensure future arrangements adequately manage the Council's Information Governance risks.
- 3.2 The Audit and Accounts Committee is responsible for considering the council's arrangements for corporate governance and approving necessary actions to ensure compliance with best practice.

SUPPORTING INFORMATION

- 4.1 The Information Governance framework brings together all of the requirements, standards and best practice that apply to the handling of information. It allows the Council to make sure that all its information is accurate, dealt with legally, securely, efficiently and effectively, in order to deliver the best possible services.
- 4.2 Following the Information Commissioner's Office's (ICO) audit of the Council in September 2012 and the subsequent report, an action plan was drawn up by the Information Governance Board to address the recommendations made by the ICO and to enhance the existing information governance framework. A number of the actions covered the production of key information governance documents.

4.3 In line with the Information Governance Action Plan, the Information Governance Board has now reviewed and endorsed the following documents:

- Information Governance Strategy (Appendix 2)
- Information Management Strategy (Appendix 3)
- Information Risk Policy (Appendix 4)
- Records Management Policy (Appendix 5)

OTHER OPTIONS CONSIDERED

5.1 N/A

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
Other(s)	Chief Officer Group

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Background papers: List of appendices:	Appendix 1 - Implications Appendix 2 - Information Governance Strategy Appendix 3 - Information Management Strategy Appendix 4 - Information Risk Policy Appendix 5 - Records Management Policy

IMPLICATIONS

Financial and Value for Money

1.1 None directly arising

Legal

2.1 None directly arising

Personnel

3.1 None directly arising

Equalities Impact

4.1 None directly arising

Health and Safety

5.1 None directly arising

Environmental Sustainability

6.1 None directly arising

Property and Asset Management

7.1 None directly arising

Risk Management

8.1 The effective management of risk is a core principle of good information governance.

Corporate objectives and priorities for change

9.1 The functions of the Committee have been established to support delivery of corporate objectives by enhancing scrutiny of various aspects of the Council's controls and governance arrangements.

