

REPORT OF THE LEADER OF THE COUNCIL

INFORMATION MANAGEMENT AND DATA QUALITY POLICY

Purpose of the Report

1. To present a revised information management and data quality policy for formal adoption.

Information and Advice

2. The current information management and data quality policies are contained in two separate documents, one of which is a policy and the other a strategy. The revised policy document attached at Appendix A combines these into a single document to reinforce the council's commitment to effective information management and to ensure consistency with the Council's Policy Framework.

3. The revised information management and data quality policy is predicated on compliance with the law and the vision statement below and commits the council to a robust regime for information management and data quality.

"The Council and all of its employees will manage the information that it holds in such a way as to ensure that it:

- Complies with the relevant legislation and policy frameworks
- Respects the privacy of individuals
- Safeguards its vulnerable residents
- Retains its organisational memory
- Manages its social, structural and financial responsibilities effectively and efficiently"

4. The Council is bound by a number of Acts of Parliament and statutory compliance frameworks that need to be complied with in order to confidently share information with partners. These also give our partners the confidence in our ability to protect their information to the same standard as they would.

5. Non-compliance with any of the Acts can have significant implications for the council, which include fines from the Information Commissioner, removal of our Public Services Network compliance and refusal by partner organisations to share information due to a lack of confidence in our information security.

6. The policy will be implemented through a structured programme of work which will deliver a management framework, reporting and compliance processes, and training for staff in the importance of information management and security. This programme of work will be overseen by the Information Governance steering group in the first instance and will then be embedded into day to day operation.

Other Options Considered

7. Not Applicable

Reason/s for Recommendation/s

8. The current information management policy is embedded within a strategy document which is due for review, and this is an ideal opportunity to reduce the number of policies applicable to this area by incorporating the data quality policy.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

It is recommended that

- 1) Policy Committee approve the information management and data quality policy.

Councillor Alan Rhodes
Leader of the Council

For any enquiries about this report please contact:

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Constitutional Comments (SLB 06/09/2013)

10. Policy Committee is responsible for policy development and approval, and for the Council's information governance; it is therefore the appropriate body to consider the content of this report.

Financial Comments (SEM 06/09/2013)

11. There are no specific financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Information Management Strategy (2011-14)

Electoral Division(s) and Member(s) Affected

All