

NORTH LINCOLNSHIRE COUNCIL

**CABINET MEMBER
POLICY AND RESOURCES**

INFORMATION GOVERNANCE UPDATE

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To update the Policy and Resources Cabinet member on progress with the recent and future developments on Information Governance.
- 1.2 This report sets out progress as at January 2014.
- 1.3 The report sets out emerging issues requiring Policy and Resources Cabinet member consideration and support.

2. BACKGROUND INFORMATION

- 2.1 Information is a key council asset and it is crucial that it is looked after with the same care as other similar assets, such as finance, people and land/property.
- 2.2 The council has a legal obligation to comply with Information Governance legislation including the Data Protection Act 1998, Freedom of Information Act 2000 and the Environmental Information Regulations 2005.
- 2.3 The integration of Public Health into the council in April 2012 required the council to provide assurance to the NHS that it had in place suitable Information Governance policies, procedures and processes.
- 2.4 Over the previous twelve months significant progress has been seen in improving the councils Information Governance arrangements.

2.6 The following illustrates recent Information Governance highlights:

IG Training and Communication Plan

A new three year training and communication plan has been developed covering the period 2013-16. Information Governance is also now part of the quarterly IT newsletter.

SIRO training booked January 2013.
Caldicott training booked January 2013.

Records Retention

The council recently took part in a national project to review records retention nationally. New national guidance is now being issued and we are tailoring a retention schedule specifically for North Lincolnshire Council.

Information Governance Audits

The Data Protection Act and Freedom of Information Act internal audits have received a satisfactory compliance rating June 2013.

The Information Governance Framework internal audit received a satisfactory compliance rating January 2014.

Information Complaints

The Information Governance department has continued to investigate the small number of information related complaints received and to date only two complainants have appealed to the Information Commissioner. One in relation to us not providing a permanent copy of personal information and our use of this information during an internal investigation and the other about us withholding information. The ICO suggested some amendments but supported our use of the personal information and our decision to withhold.

Data Breaches

Following a visit by the Information Commissioner this year they advised that they were very happy with our multi department approach to the investigation of any security incidents.

Since 2011 the Information Commissioner has fined organisations a total of £4 million for serious breaches of the Data Protection Act. Recently one of our neighbouring councils was fined £80k for the loss of an unencrypted memory stick containing children's information. To date no fine or notices have been served on North Lincolnshire Council by the Information Commissioner.

NHS IG Self Assessment

As a council we successfully completed the annual NHS Information Governance Self-Assessment March 2013 and our submission plus action plan were awarded level 2 satisfactory compliance.

Humber Information Sharing Charter

The Charter has recently been successfully reviewed by the four Humber Local Authorities and a new two tier model has been published.

Internal Information Sharing Charter

An Internal Information Sharing Charter has been created as a new addition to the Information Governance Framework, to set out how and why information should be shared internally.

Information Request Performance

From April 2013 compliance with information request response deadlines has been reported via PMS.

Corporate Archives

The council now has two main archiving sites (Glanford House & Central Library) and a smaller third site (Cottage Beck Depot). Archiving space is allocated to service areas dependent upon identified need.

A Corporate Archive User Protocol has been created and agreed. This document works in conjunction with the Records Management Policy element of the Information Governance Framework setting out how council records should be managed.

3. OPTIONS FOR CONSIDERATION

- 3.1 The Policy and Resources Cabinet member notes the content of this update paper.

4. ANALYSIS OF OPTIONS

- 4.1 Noting the contents of this update paper.

5. RESOURCE AND OTHER IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 None

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

- 6.1 There are no direct implications arising from this report. However integrated impact assessments will be undertaken for any policy changes that arise from our Information Governance activities.

7. OUTCOMES OF CONSULTATION & CONFLICTS OF INTEREST

- 7.1 Consultation has taken place with the Senior Information Risk Owner who supports the progress and planned developments for information governance.

8. RECOMMENDATIONS

8.1 It is recommended that the Policy and Resources Cabinet member:

- Notes the recent progress made and planned developments on Information Governance
- Agrees to receive Information Governance update reports in April and October each year

DIRECTOR OF POLICY AND RESOURCES

Civic Centre
Ashby Road
SCUNTHORPE
North Lincolnshire
DN16 1AB
Author: Phillipa Thornley/Rachel Johnson
Date: 15 January 2014