

# TELFORD & WREKIN COUNCIL

AUDIT COMMITTEE 26th MARCH 2013

## INFORMATION GOVERNANCE STRATEGY 2012/13 – 2014/15

### REPORT OF THE ASSISTANT DIRECTOR FINANCE, AUDIT & INFORMATION GOVERNANCE

#### 1 PURPOSE

- 1.1 To provide members of the Audit Committee with the Council's Information Governance Strategy for their comments (following endorsement by SMT) prior to its approval by the Cabinet.

#### 2 RECOMMENDATIONS

- 2.1 That members provide any comments on the Council's Information Governance Strategy attached as Appendix A prior to its approval by Cabinet.

#### 3 SUMMARY

- 3.1 Part of the Council's governance arrangements includes information governance. The HMG Information Assurance Maturity Model and Assessment Framework and Local Public Services Data Handling Guidelines states that it is good practice to have an Information Governance (IG) Strategy setting out the framework and actions to deliver it.

#### 4 PREVIOUS MINUTES

- 4.1 None

#### 5 BACKGROUND

- 5.1 There are a number of reasons as to why the Council needs an IG strategy including:
- For the Council to have an N3 connection to access health systems we should have an IG strategy in place. This is particularly important with the imminent transfer of public health services to the Council.
  - Government guidance in respect to effective information management states that we should have an IG strategy which conforms to their stated good practices
  - Adopting an IG strategy will improve the management and protection of organisational and personal information
  - The IG strategy will be part of a framework that will protect the authority against action taken and/or fines imposed by the Information Commissioners Office
- 5.2 The draft IG strategy (attached as Appendix A) document follows Government guidance.

- 5.3 The IG Team will undertake a number of risk based exercises to ensure the requirements of the strategy are being implemented.
- 5.4 As part of the implementation of the strategy a number of key messages will be communicated across the Council including:
- That there is a clear responsibility for information governance across the council
  - Information governance is not an ‘add on’ to officers roles but a vital component of everyone’s job
  - By managing information responsibly officers are protecting the Councils reputation and reducing both operational and financial risks

## **6 OTHER CONSIDERATIONS**

<b>AREA</b>	<b>COMMENTS</b>
Equal Opportunities	Information Governance arrangements should ensure that the relevant equalities requirements are adhered to.
Environmental Impact	If there are any environmental issues identified as part of the information governance framework they will be dealt with appropriately.
Legal Implications	There is no legal requirement for an Information Governance Strategy but Government guidance sets out that it is good practice. The policy does not form part of the Policy Framework reserved to full Council and therefore it is for Cabinet to approve.
Links with Corporate Priorities	Information governance is integral to the delivery of the Council’s priorities in a safe and reputable manner and supports the Council’s good governance arrangements.
Opportunities and Risks	The risks and opportunities in respect to information governance are considered as part of this strategic and the Council’s IG arrangements.
Financial Implications	The Information Governance team operate and deliver their plans, strategy and work programme from within existing budgets.
Ward Implications	None.

## **7 BACKGROUND PAPERS**

- 7.1 The HMG Information Assurance Maturity Model and Assessment Framework and Local Public Services Data Handling Guidelines

Report by Jenny Marriott, Audit & IG Manager 383101