

**TELFORD & WREKIN COUNCIL****CABINET - 25<sup>th</sup> APRIL 2013****INFORMATION GOVERNANCE STRATEGY 2012/13 to 2015/16****REPORT OF ASSISTANT DIRECTOR – FINANCE, AUDIT & INFORMATION GOVERNANCE****LEAD CABINET MEMBER – CLLR RICHARD OVERTON****PART A) – SUMMARY REPORT****1. SUMMARY OF MAIN PROPOSALS**

- 1.1 For the Cabinet to approve the Council's Information Governance Strategy 2012/13 to 2015/16.

**2. RECOMMENDATIONS**

- 2.1 That the Cabinet approve the Information Governance Strategy attached at Appendix A.

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	All
	Will the proposals impact on specific groups of people?	
	Yes	Indirectly as different parts of the organisation and community are affected by the Council's Information Governance Strategy which helps the management of information and the Council achieve its objectives.
<b>TARGET COMPLETION/ DELIVERY DATE</b>	Agree Information Governance Strategy by end April 2013.	
<b>FINANCIAL/ VALUE FOR MONEY IMPACT</b>	No	The Information Governance team operate and deliver their plans, strategy and work programme from within existing budgets.  By managing information responsibly officers are protecting the Council's reputation and reducing financial risks.  MLB
<b>LEGAL ISSUES</b>	No	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.  LF
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes	The Council's information governance arrangements and associated risks and opportunities are considered as part of this strategy.  By managing information responsibly officers are protecting the Council's reputation and reducing both operational and financial risks
<b>IMPACT ON SPECIFIC WARDS</b>	Yes	The Information Governance Strategy could affect all Wards.

## **PART B) – ADDITIONAL INFORMATION**

### **4. INFORMATION GOVERNANCE STRATEGY**

- 4.1 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.
- 4.2 The reasons why the Council needs an IG strategy include:
- 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 public health services now being part of 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
- 4.3 The draft IG strategy (attached as Appendix A) document follows Government guidance.
- 4.4 The IG Team will undertake a number of risk based exercises to ensure the requirements of the strategy are being implemented.
- 4.5 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 Council's reputation and reducing both operational and financial risks

### **5. PREVIOUS MINUTES**

- 5.1 None

### **6. BACKGROUND PAPERS**

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

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