

Information Governance Work Programme 2013/14 – Update

No	Task	Completion date & comments	Progress as at end July 2013
1	Administer FOI/EIR/DPA requests, appeals, complaints and associated correspondence from the ICO	Ongoing	Work on going on this area – no issues to date.
2	Agree and deliver an IG training and awareness programme and ensure the content of the induction programme is appropriate.	Ongoing	<p>The IG training and awareness programme has been agreed by AD: Finance, Audit & IG (nominated Senior Information Risk Owner – SIRO).</p> <p>The IG training module is available on Ollie (Council's online training system).</p>
3	<p>Keep the IG and security framework up to date including the Corporate Information Security Policy (CISP) and associated procedures.</p> <p>Disseminate changes across the Council</p>	<p>Agree framework and IG strategy with Audit Committee/SMT</p> <p>Review CISP by end of April 13.</p>	<p>The IG strategy has been agreed and is now in place.</p> <p>The CISP review is complete and arrangements are being put in place to publicise this and also to get all officers to sign up to it.</p> <p>A number of other associated IG policies and guidance notes have been produced and communicated to staff.</p>
4	Introduce compliance work programme and undertake activities including records management	<p>Agree compliance programme by end of April 13.</p> <p>Ongoing for compliance activities.</p>	<p>An agreed compliance programme is in place and work tasks on the programme are currently ongoing.</p> <p>Compliance work currently being undertaken in Care & Support with future plans to cover all areas of the Council (but order of work is based on relative risks).</p>
5	Complete and keep under review the Corporate Retention & Disposal Schedule	<p>Complete by end of April 13.</p> <p>Ongoing for updating and review of schedule.</p>	<p>Retention schedule is in place and available on the intranet.</p> <p>The schedule is reviewed on an ongoing basis.</p>
6	Review use of new secure communications system	End of May 13	<p>Complete.</p> <p>A review has taken place via a small user group. Some issues were highlighted by this group which ICT immediately</p>

			resolved.
7	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	Ongoing	This is an ongoing task. Breaches continue to be reported and investigated. Lessons learnt from breaches are disseminated in the affected team, service delivery unit and where appropriate corporately.
8	Support service areas to address any information security risks that arise	Ongoing	IG continues to support all areas of the Council in respect to information security risks.
9	Support information sharing and the production of information sharing agreements	Ongoing	IG have produced and communicated an Information Sharing Policy. IG also continues to provide adhoc advice on information sharing as and when required.
10	Review of the publication scheme and ensure service areas are keeping it up to date	End of May 13	This review has been incorporated into the compliance work programme and has not yet started. The revised date for completion of this review is the end of December 13 (see paragraph 6.1 of the report for the explanation)
12	Review and update intranet and internet pages for FOI and DPA	Intranet review ongoing. Internet review by end June 2013	Complete. The IG intranet and internet pages have been reviewed and updated.
13	Complete N3 connection assessment for central government	March 14	Not started – see completion date.
14	Support service areas in the completion of Privacy Impact Assessments (PIA) for new systems / applications and those for priority existing applications	Ongoing	IG has introduced a simpler PIA template which has been adopted across the Council. IG have (and continue to) support services in completing PIA's.
15	Report to the Audit Committee on progress against the work programme and any issues arising	June 2013 September 2013 June 2014	The Audit & IG Annual Report for 2012/13 has been presented to the June 2013 Audit Committee. The update report is on target for the Audit Committee in September 13.