

TRAFFORD COUNCIL

Report to: Accounts and Audit Committee
Date: 24 March 2015
Report for: Information
Report of: Information Governance Manager

Report Title

Annual Governance Statement 2013/14 – update on significant governance issue : Information Governance

Summary

This brief report provides an extract from the 2013/14 Annual Governance Statement outlining one of the significant governance issues identified for further development through 2014/15 i.e. Information Governance

It includes a brief update on work undertaken to date and further work planned in respect of this issue which will be referred to by the Information Governance Manager at the Accounts and Audit Committee meeting on 24 March 2015.

Recommendation

The Accounts and Audit Committee is asked to note the report for information which the Information Governance Manager will make reference to when attending the Committee to update members on the current position.

Contact person for access to background papers and further information:

Name: Paula Titterington – Information Governance Manager
Extension: 3212

Background Papers:

2013/14 Annual Governance Statement

Annual Governance 2013/14 Statement – Significant Governance Issue : Information Governance

1. Introduction

Detailed below is an extract from the 2013/14 Annual Governance Statement followed by a brief update on actual progress made to date in respect of Information Governance.

2. Annual Governance Statement 2013/14 Extract

The following detail was included in sections 5.3 and 5.4 of Trafford Council's 2013/14 Annual Governance Statement :

The Council is committed to achieving its objectives through good governance and continuous improvement. Going forward, the Council will continue to transform service delivery arrangements, to ensure the Council effectively delivers its objectives and manages its resources to meet the ongoing financial challenges being faced.

Detailed below are significant governance issues and a summary of the actions planned to address these in 2014/15.

2013/14 Issues and Action Planned 2014/15

Information Governance

An Information Security Governance Action Plan has been developed which will form an annual work programme to ensure that the Council continue to be compliant with Information Governance requirements.

As part of the 2013/14 plan a project was developed to meet the requirements of the NHS Information Governance Toolkit to gain N3 Connection. This connection allows our health staff to access NHS data securely over a secure connection. This project was completed satisfactorily and the N3 connection has now been ordered. This is an annual submission and will be managed throughout the 2014/15 period.

The EDRMS project is ongoing with a Project Executive overseeing the plan. Currently, the project is gathering requirements to ensure that any new solution meets the requirements of the business but also the requirements for Information Governance and Security including access to records, transport of records and storage/destruction when records come to the end of their lifecycle. It is planned to go out to tender later in 2014.

A new role of Information Governance Manager is currently being developed to manage the programmes of work and risks to the council in order to protect the Council's reputation, safeguard citizens records and mitigate against possible fines from the Information Commissioner's Office.

3. Updated position (March 2015)

Action taken 2014/15

The Information Security Governance Board, was fully embedded in the Council and meets regularly to discuss progress, authorise and action activities.

A communications strategy and mandatory training were developed and rolled out across the council

An Information Governance Action Plan was developed and formed the annual work programme to ensure that the Council continue to be compliant with Information Governance requirements.

The EDRMS project was ongoing with a Project Executive overseeing the plan. The project was gathering requirements to ensure that any new solution meets the requirements of the business but also the requirements for Information Governance and Security including access to records, transport of records and storage/destruction when records come to the end of their lifecycle. It was planned to go out to tender late in 2014 but this has been delayed whilst a decision is made on the Electronic Document and Records Management system (EDRMS) requirements.

Following a review of the Information Governance requirements across the council CMT approved proposals for the establishment of an Information Governance team consisting of the following team members:-

- Information Governance Manager
- Information Governance Officer x 2
- Information Governance Apprentice

The role of the team is to deliver the Central Governments 'Information Governance Agenda' to meet the legal and statutory obligations placed on the Council. This encompasses Information Security, Training, Awareness raising, Records Management, Data Protection, Freedom of Information, Environmental Information Regulations and the wider information agenda, ensuring that information law, rights and practice are undertaken with the aim of protecting privacy, facilitating lawful personal data sharing, ensuring appropriate access and protection to Council held information and improved records and information security management

Actions Planned 2015/16

As of Monday 2nd March all recruitments were complete and the successful candidates in post.

The team have developed a work plan with the following activities as their immediate priority:-

Title	Description
NHS IG Toolkit	Annual accreditation to gain connection to access NHS records
Corporate Information Governance Training	Mandatory training continuously rolled out to all employees, members and contractors
Information Sharing Protocols	Ability to share information between partners, voluntary organisations and contractors within the legal framework including data sharing for research purposes
Communications Plan	Communicate the purpose and aim of the team and the responsibilities of Information Asset Owners (IAO) and others as custodians of Trafford Council's information assets
Develop an Information Asset Register	Identify all corporate information assets Including uses
Retention and Disposal	Implement the recently developed retention and disposal policy on all historical, current and future records.
Streamline Freedom of Information and Subject Access Requests	To ensure compliance with the legal framework and improve processes to strengthen current practice.
Introduce Privacy Impact	On all new projects that collect

Assessments

personal or personal/sensitive data initially, plus roll out retrospectively to existing projects to ensure personal/sensitive data has not been collected unnecessarily and that the council are operating within the guidelines of the Data Protection Act.

Work on these activities has begun with a completion date expected of late summer 2015. Alongside these priorities an annual work plan has been developed to pick up all other work associated with the Information Governance Agenda.

This team will also deliver business as usual including Freedom of Information, Subject Access Requests and day to day delivery of the Information Governance service.