

Report To: Corporate Governance Committee

Date of Meeting: 29th January 2014

Lead Member / Officer: Alan Smith, Head of Business Planning & Performance

Report Author: Craig Berry, Corporate Information Manager

Title: Information Management Strategy – Forward Work Plan

1. What is the report about?

1.1 The Council's new Information Management Strategy was presented to Corporate Governance Committee on 18th December 2013. The Committee acknowledged the need for such a Strategy and requested that a forward work plan for its implementation be submitted to the next meeting.

2. What is the reason for making this report?

2.1 To provide Corporate Governance Committee with the forward work plan for the Information Management Strategy.

3. Recommendations

3.1 It is recommended that Corporate Governance Committee note the forward work plan.

3.2 It is also recommended that an update on progress being made on implementing the Information Management Strategy be presented to the Committee on an annual basis.

4. Report Details

4.1 Please see Appendix 1 for the Information Management Strategy's forward work plan.

5. How does the decision contribute to the Corporate Priorities?

5.1 The framework depicted in the Strategy will support the Council in achieving the corporate priorities, by:

- Ensuring our information can be quickly and easily identified;
- Ensuring our information is protected, according to risk;
- Ensuring our staff and members have the required levels of competencies to manage information appropriately;

- Ensuring our information meets statutory requirements; and
- Ensuring our vital records are identified and protected accordingly.

6. What will it cost and how will affect other services?

6.1 Funding for the EDRMS project has recently been approved by CET for a further 3 years. There are no additional financial resources required for implementing the Information Management Strategy, as it requires a change in culture and behaviour, which will be supported through new policies, processes, procedures and training.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?

7.1 The Council's Equalities Officer has suggested that Impact Assessments are undertaken on the actions rather than the Strategy.

8. What consultations have been carried out with Scrutiny and others?

8.1 In developing the Information Management Strategy, a draft version was shared with the following key stakeholders for comments:

- Head of Business Planning & Performance
- Business Transformation and ICT Manager
- Corporate Director – Modernisation and Wellbeing
- Corporate Director – Customers
- Lead Member for Modernising and Performance
- Legal Solicitors

9. What risks are there and is there anything we can do to reduce them?

9.1 The risks of not managing our information assets appropriately include:

- Fines - Data Protection Act is £500,000
- Reputational harm
- Unable to deliver efficiencies
- Unable to deliver modernisation programme

10. Chief Finance Officer Statement

10.1 n/a