

**REPORT TO:** Executive Board

**DATE:** 8 April 2010

**REPORTING OFFICER:** Strategic Director – Children & Young People

**SUBJECT:** Corporate Information Governance Handbook and Allied Policies and Procedures

**WARD(S)** Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To present to Executive Board a new policy framework for Information Governance with the Council.

**2.0 RECOMMENDATION: To endorse the new Corporate Information Governance Handbook and Allied Procedures.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Council has a Corporate Information Governance Group which has met over the last year to produce a user friendly information guidance document. A range of Workshops have been held to develop policies and guidance for: Information Security; Records Management & Document Retention; and Information Sharing. At the same time the Council's Data Quality Lead Officers Group has addressed policies and guidance for Data Quality.

3.2 Following this work a range of new or revised policy documents have been produced together with the Corporate Information Governance User Handbook (CIGUH). See Appendix 1.

3.3 Following the formal approval of the CIGUH, the Handbook, with links to the Council's policy documents embedded in the Handbook, will be available on the Intranet. Paper copies will be available to those staff who do not have ready access to the intranet.

3.4 The CIGUH will effectively act as the Council's Policy for Information Guidance.

3.5 The CIGUH requires full implementation and rigorous application across Council Services in order to ensure the Council maintains the highest standards in Information Governance.

3.6 The CIGUH and allied guidance will be communicated in the following ways:

- It will be incorporated into Staff Induction materials and the Council's Induction Programme.
- It will be maintained by the Council's Information Governance

Group which has representation of all Directorates and which will become the responsibility of the new Resources Directorate.

- It will be incorporated into mainstream Training Programmes
- Initially it will be communicated to all staff and Members (including casual or temporary staff) across the Council.

#### **4.0 LEGAL IMPLICATIONS**

The Corporate Information Governance User Handbook and Allied Policies and Procedures reflect best practice as well as the requirements of the law. The legal framework also underpins the Council ICT Standing Orders which form part of the Constitution. A wide range of legal duties affect Information Governance. By no means all of them are related only to information held on computer. The principal pieces of legislation are:

- Data Protection Act 1998;
- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- Regulation of Investigatory Powers Act 2000;and
- Computer Misuse Act 1990.

In addition there are various Codes of Practice, Technical Guidance notes and Circulars issued by the Information Commissioner and Ministry of Justice.

#### **5.0 POLICY IMPLICATIONS**

- 5.1 The CIGUH is the new policy framework for the Council. It brings together a range of policies and procedures relating to Information Governance.

#### **6.0 OTHER IMPLICATIONS**

- 6.1 The maintenance and updating of the CIGUH will require dedicated support. The Council will therefore need to set aside resources in kind to do this. It is suggested that the work sits within the Resources Directorate, but supported by a cross Directorate team of officers.

#### **7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **7.1 Children & Young People in Halton**

The safeguarding of children and young people will be enhanced by the adoption of the CIGUH as we maintain the highest standards of information security.

##### **7.2 Employment, Learning & Skills in Halton**

None

7.3 **A Healthy Halton**

None

7.4 **A Safer Halton**

None

7.5 **Halton's Urban Renewal**

None

**8.0 RISK ANALYSIS**

8.1 The Corporate Information Governance Group has undertaken a full risk analysis of Information Governance as part of the process of developing the Handbook. Risks in respect of Information Governance have been dealt with in each chapter of the Handbook.

**9.0 EQUALITY AND DIVERSITY ISSUES**

9.1 All information in relation to client's information security should ensure that it is fair, transparent, accurate and non-discriminatory.

**10.0 REASON(S) FOR DECISION**

10.1 Having a CIGUH ensures compliance with the Council's statutory duties regarding information security.

**11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11.1 The Council has a range of information on Information Governance. Given that the highest standards of Information Governance are called for there is no alternative to such a new operational framework for information security.

**12.0 IMPLEMENTATION DATE**

12.1 12<sup>th</sup> April 2010.

**13.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
NHS Information Governance Document	Municipal Building, Kingsway, Widnes	Christine Lawley
Working Papers submitted by Officers	Municipal Building, Kingsway, Widnes	Christine Lawley

