

WAVERLEY BOROUGH COUNCIL

AUDIT COMMITTEE - 24 JULY 2018

Title:

INFORMATION GOVERNANCE STRATEGY

[Portfolio Holder for Corporate Strategy: Cllr Julia Potts]

[Wards Affected: All]

Summary and purpose:

Information Governance is a matter that the Audit Committee has shown a keen interest in in recent years. New legislation came into force in May 2018 which has prompted the development of a new Information Governance Strategy.

This report seeks the Audit Committee's comments on the Council's new draft Information Governance Strategy and asks the Committee to endorse the Council's approach to Information Governance.

How this report relates to the Council's Corporate Priorities

Information Governance is becoming increasingly critical to the way the Council does business as we integrate services, seek to gain better outcomes with fewer resources and digitalise the way services are delivered. The new Information Governance Strategy therefore seeks to support all aspects of the Council's service delivery and therefore all corporate priorities – People, Place and Prosperity.

Financial Implications

There are no direct financial implications arising from this report.

Legal Implications

These are set out within the body of this report.

Introduction

1. Information is one of the Council's key assets and its use is a major responsibility. The Council needs to be trusted by its citizens, customers and employees to manage and protect their information.
2. The Council has not previously had a comprehensive Information Governance Strategy, and with the introduction of the General Data Protection Regulation (GDPR) and the coming into force of the new Data Protection Act 2018 on 25 May 2018, the opportunity has been taken to develop the new strategy that is before the Committee at Annexe 1. The development of the new Strategy has been a key element of the Council's GDPR implementation project over the past 12 months. This project has focused on the new requirements to ensure that the Council has taken all the necessary steps to achieve compliance with the legislation.

Information Governance Strategy

3. The Information Governance Strategy will ensure that the Council uses information as a strategic asset, using recognised best practice, legislation and technology to minimise requests for information and to maximise the opportunities for information intelligence to shape future services and evaluate the effectiveness of existing ones. We will store only what we need to and increase our ability to deliver value for money, customer-focused services to the benefit of the Council's customers, residents and the Council itself.
4. The Strategy covers all areas of the Council and it covers all information, documents and data that the Council creates, owns, collects and holds in paper and electronic format. It covers all documents that are accessed by the public, staff, Councillors and partners.
5. The Strategy formalises principles and a range of activities that are already underway within the Council, bringing these together in one place so that we can begin to connect these activities at a strategic level and make the most of the data and information that the Council holds and how we and others use it.
6. Increased availability and use of information has the potential to transform the way we work. It can strengthen our ability to deliver better outcomes working in collaboration with others, to make better decisions and to solve complex public problems. Alongside this it also has the potential to improve democratic engagement.
7. Importantly, an effective Information Governance Strategy enables the Council to deliver on its statutory responsibilities under both the GDPR and the 2018 Act – both of which have been high profile statutory developments in a modern, digital age when the public is more aware than ever of the use of their information by both the public and private sector.

Recommendation

It is recommended that the Audit Committee provides observations and comments on the draft Information Governance Strategy and endorses the Council's approach to Information Governance as set out in the Strategy.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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