

AUDIT AND GOVERNANCE COMMITTEE



Report subject	Information Governance Update
Meeting date	9 March 2023
Status	Public Report
Executive summary	IG update report to the Committee, providing performance management information.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) Committee note the Information Governance (IG) performance management information (PMI) for 2022/23 (Q1 to Q3 – December 2022) contained in this report.</p> <p>This includes requests received under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations (EIRs), Data Protection Act 2018 (DPA) and other agency disclosure requests.</p> <p>(b) Committee note the current composition of the IG Team.</p> <p>(c) Committee note that currently a review is underway on the Final Internal Audit report of March 2022.</p>
Reason for recommendations	Its purpose is to provide an update to the Committee since its last report in April 2022 of the IG function within the Council.

Portfolio Holder(s):	Councillor Philip Broadhead
Corporate Director	Susan Zeiss, Service Director, Law & Governance
Report Author(s)	Nigel Channer, Team Leader of Information Governance
Wards	Council-wide
Classification	For update and information.

Background

1. IG reported to the A&G Committee 22 April 2022:
2. Since reported in April 2022, IG highlight the following:
 - a. BCP Information Governance Board (IGB), meet regularly have met on 9th June 2022, 23 September 2022, 12 January 2023 and plan to meet on 17 April 2023.
 - b. Internal Audit Final Report – Information Governance, Law & Governance - 2021/22 (Appendix C). The Audit opinion gave Reasonable Assurance and is currently under its scheduled review.

Performance Management Information (PMI)

3. Appendix A - Tables 1-7 provide performance management information for the period April 2019/20 - December 2022 Q1-Q3 (Q4 data not yet available).
4. The appendices include commentary and are self-explanatory.
5. The target response rate set by the Information Commissioner's Office (ICO) for requests for information under the FOIA/EIRs is 90%. The Council's average response rate has been 80% for 2021, 83% for 2021/22 and so far 82% for 2022/23.
6. BCP Information Governance Board provide overarching responsibility for compliance and reviews the PMI.

The Information Governance Team

7. There have been no changes to the IG Team which currently comprises:
 - a. Team Leader (0.50 fte)
 - b. Information Governance Officers x4 (3.37 fte)

IG Developments

8. The 2021-22 Final Internal Audit report of March 2022 gave a Reasonable Assurance Audit opinion.

9. A follow up review of report of March 2022 is currently underway as part of the 2022/23 Internal Audit Plan. Whilst this review is not yet finalised, of the 11 medium recommendations in the report, 5 recommendations have been confirmed as fully implemented with actions to implement the remaining recommendations in progress. Internal Audit will present their completed report to the Information Governance Board and to the Audit & Governance Committee in July 2023.

Other Information

10. Pan Dorset Information Governance Group continues to meet. The Group is responsible for the DiSC (Dorset Information Sharing Charter) that enables partner organisations to share information safely and provide a more integrated service for residents, and along with its own Terms of Reference are currently in the process of being reviewed.
11. Microsoft Teams “channels” is fully established for IGB and Information Asset Advisors (IAAs). The IAA channel continues to provide improved communication and mutual support facility for the IAA Network.
12. Work is progressing to investigate a corporate wide technology information governance solution to manage FOI, EIR and SAR requests to improve customer experience, as well providing solid compliance measures, reporting functionality and efficiencies in administration.

Options Appraisal

13. Not applicable – this is an update report for information.

Summary of financial implications

14. The Information Commissioner’s Office is empowered to take enforcement action and impose sanctions, which can include significant financial penalties.

Summary of legal implications

15. Data subjects can bring claims for compensation in cases where their privacy rights have been breached.

Summary of human resources implications

16. There are no human resources implications from this report.

Summary of sustainability impact

17. There are no sustainability implications from this report.

Summary of public health implications

18. There are no public health implications from this report.

Summary of equality implications

19. There are no equality implications from this report.

Summary of risk assessment

20. Not applicable – this is an update report for information.

Background papers

None

Appendices

Appendix A - (Tables 1-7) – Performance Management Information