

# AUDIT AND GOVERNANCE COMMITTEE



Report subject	<b>Information Governance Update</b>
Meeting date	11 April 2024
Status	Public Report
Executive summary	IG update report to the Committee, providing performance management information.
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>(a) Committee note the Information Governance (IG) performance management information (PMI) for 2023/24 (Q1 to Q3 – December 2024) contained in this report.</b></p> <p><b>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.</b></p> <p><b>(b) Committee note that currently a review is underway by leadership team of the function of IG within BCP Council.</b></p>
Reason for recommendations	Its purpose is to provide an update to the Committee since its last report in March 2023 of the IG function within the Council.

Portfolio Holder(s):	Councillor Jeff Hanna
Corporate Director	Janie Berry, 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 9 March 2023:
2. Since reported in March 2023, IG highlight the following:
  - a. BCP Information Governance Board (IGB), meet regularly have met on 25 May 2023, 7 September 2023 and 19 January 2024.
  - b. The 2021-22 Final Internal Audit report of March 2022 gave a Reasonable Assurance Audit opinion.

## Performance Management Information (PMI)

3. Appendix A - Tables 1-9 provide performance management information for the period April 2023/24 - December 2023 Q1-Q3 (Q4 data not yet available) including Key Highlights.
4. 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:
  - a. 82% for 2023/4; 88% for 2022/23; 83% for 2021/22; and 80% for 2021.
5. There has been an increase in volumes by a rise of 58% of requests for FOI/EIR, 15% for SAR and 27% for Disclosures.

## The Information Governance Team

6. 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) with one on maternity leave

## IG Function

7. What is Information Governance?
  - a. A term used to describe the way we manage our obligations for:
    - i. Freedom of Information;
    - ii. Environmental Information Regulations;

- iii. Re-use of Public Sector Information;
  - iv. Records Management;
  - v. Regulation of Investigatory Powers;
  - vi. Data Protection;
  - vii. Information Sharing and IT Security.
8. IG allows the Council and its employees to ensure that both business and personal information is dealt with legally, securely, efficiently and effectively in order to deliver the best possible services.
  9. The IG Team are the primary point of contact for specialist IG advice, reviews of council procedures and policies.
  10. BCP Information Governance Board provide overarching responsibility for compliance and reviews the PMI. The IG team are supported by a network of Information Assets Advisers in services who process requests.
  11. To meet the future challenges the new Law and Governance leadership team are committed to review the operation of IG within BCP to better meet the expectations of the customer and ICO target response rate.

### **Options Appraisal**

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

### **Summary of financial implications**

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

### **Summary of legal implications**

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

### **Summary of human resources implications**

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

### **Summary of sustainability impact**

16. There are no sustainability implications from this report.

### **Summary of public health implications**

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

### **Summary of equality implications**

18. There are no equality implications from this report.

### **Summary of risk assessment**

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

**Background papers**

None

**Appendices**

Appendix A - (Tables 1-9) – Performance Management Information