
Meeting: Audit Committee
Date: 27 September 2010
Subject: Information Governance Framework
Report of: Director of Customer and Shared Services
Summary: The report presents the Council's Information Governance Framework for approval.

Contact Officer: Clive Jones, Assistant Director Customer & Systems
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The implementation and continuous improvement of the Council's Information Governance systems are crucial to the safeguarding of the Council's information assets in the interests of all of its stakeholders, and as such support and indeed underpin all the priorities and objectives of the Council.

Financial:

None directly from this report.

Legal:

None directly from this report.

Risk Management:

The implementation of this framework is intended to reduce the risks related to, and occurrences of information governance incidents that the Council is exposed to. This will be achieved through the specification, implementation, monitoring and improvement of the policies identified within the framework.

Staffing (including Trades Unions):

None directly from this report.

Equalities/Human Rights:

None directly from this report.

Community Safety:

None directly from this report.

Sustainability:

None directly from this report.

RECOMMENDATIONS:

that the Audit Committee approves the Information Governance Framework.

Background

1. Central Bedfordshire Council acknowledges that information is a valuable asset. It is therefore wholly in the Council's interest to ensure the information it holds, in whatever form, is appropriately governed, in terms of protecting the interests of all its stakeholders.
2. The Council is bound by UK legislation, including but not limited to:
 - the Data Protection Act;
 - the Public Sector Information Regulation; and
 - the Regulation of Investigatory Powers Act,

The Council is also bound by regulations governing:

- the code of connection to Government networks (GCSx CoCo); and
 - the storage or transmission of payment cardholder information (PCI-DSS).
3. The Council is responsible for ensuring a system of internal controls are in place to manage the Council's information assets, which help protect the interests of all its stakeholders and meets UK legislation and regulations. To help ensure that the system is functioning correctly the Council must set in place policies, standards and guidelines. The System is overseen by the Council's Information Governance Steering Group which is responsible for appraising and reporting on the efficiency, effectiveness and performance of the information management controls. This Group is chaired by the Council's Senior Information Risk Officer (SIRO) - the Director of Customer and Shared Services .
 4. The Information Governance Steering Group have documented, within the Council's Information Governance Framework, the system of internal controls and the management system to: plan, monitor, verify and improve the system.

Information Governance Framework

5. The Information Governance Framework is a set of high level statements of how the Information Governance system will be delivered to meet the needs of the Council.

6. The framework sets out the approach adopted by the Council and will be reviewed and updated, as appropriate, on a yearly basis.
7. The framework provides details of:
 - the applicable legislation and regulations which the Council is bound by;
 - the management system defined to help ensure continuous improvement of the Information Governance Framework and its underlying components;
 - the role of the Senior Information Risk Officer (SIRO), and key responsibilities of the role;
 - the role of an Information Asset Owner, and key responsibilities of the role; and
 - the structure of the Information Governance Framework, including which policies, standards and procedures each Service area have responsibility for providing, monitoring and maintaining.
8. The framework has been developed with contributions and the support of the following Service areas:
 - Information and Records Management;
 - Performance Management and Data Quality;
 - Information Security Incident Management;
 - ICT;
 - Properties and Facilities Service;
 - Human Resources;
 - Risk Management including Audit and Assurance; and
 - Legal.

Conclusion and Next Steps

9. Approval by the Audit Committee of the Council's Information Governance Framework will ensure that the Information Governance Steering Group can progress its work inline with the agreed approach.
10. The Audit Committee will then be able to use the agreed Information Governance Framework to monitor the work related to the continuous improvement of the Council's Information Governance practices to ensure that appropriate assurance is provided on the Council's internal governance system.

Appendices:

Appendix A – Information Governance Framework