SHADOW EXECUTIVE
17 FEBRUARY 2009

SUBJECT	Key ICT Policies – Part 1 *(This report seeks approval of a number of key Information policies for Central Bedfordshire Council)*
REPORT OF	**Director of Corporate Resources**
Contact Officer: Robert Wood (Tel: 01582 474161)	

IMPLICATIONS

SUSTAINABILITY	No
FINANCIAL	No
LEGAL	Yes – Report covers CBC's policies with regards to its legal obligations pertaining to the various items of legislation mentioned in background note 3
PERSONNEL/EQUAL OPPORTUNITIES	No
COMMUNITY DEV/SAFETY	No
TRADES UNION	No
HUMAN RIGHTS	No
KEY ISSUE	Yes
BUDGET/POLICY FRAMEWORK	No

OTHER DOCUMENTS RELEVANT TO REPORT
Appendix A – Data Protection Policy
Appendix B – Freedom of Information Policy
Appendix C – Environmental Information Regulations Policy
Appendix D – Re-use of Public Sector Information Regulation Policy

RECOMMENDATION(S):

1. **That the Shadow Executive approves the attached policies, attached at Appendices A – D, for implementation on 1 April 2009; and**

2. **That the responsibility for the insertion of final administrative changes (e.g. contact details) be delegated to the Head of Service (ICT) in conjunction with the Head of Service (Policy & Performance).**

Reason for Recommendation:	*Central Bedfordshire Council (CBC) has a need to meet a number of legal and best practice requirements relating to Information and its management. This compliance is defined through a number of policies and this report seeks Shadow Executive approval for the first group of these.*

Background

1. Central Bedfordshire Council (CBC) has a need to meet a number of legal and best practice requirements relating to Information and its management. This is achieved through a number of policies that need to be approved for vesting day.

2. The approved ICT Programme PID delegated responsibility for Knowledge and Information Management during the shadow year to ICT, before transferring to the directorate of Business Transformation on 1st April 2009.

3. This report seeks Shadow Executive approval for the following subset of the required policies:

    Data Protection Policy
    (In response to Data Protection Act 1998)

    Freedom of Information Policy
    (In response to Freedom of Information Act 2000)

    Environmental Information Regulations Policy
    (In response to Environmental Information Regulations 2004 [EIR])

    Re-use of Public Sector Information Regulation Policy
    (In response to Re-use of Public Sector Information Regulations 2005 [RPSIR])

    The responsibility for all the above policies will transfer to the Directorate of Business Transformation on 1st April 2009.

Background Papers: Approved ICT Programme PID

Location of Papers:

File Reference: