

# Report

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Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>16 May 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Information Strategy and Improvement Plan 2018 to 2022</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on the review of the Information Strategy and Improvement Plan
- ◆ request approval for the Information Strategy and Improvement Plan

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the Information Strategy 2018 to 2022 and the Information Strategy Improvement Plan be approved.

## 3. Background

- 3.1. The Information Governance Board was created in 2010 with representatives from all Resources. The Board is responsible for outlining the framework for how South Lanarkshire Council manages its information and records.
- 3.2. South Lanarkshire Council's Information Strategy 2014 to 2017 was approved by the Executive Committee on 8 October 2014. This has now been reviewed and refreshed and a new Information Strategy 2018 to 2022 has been developed. The revised Strategy and Improvement Action Plan are attached to this report as Appendices 1 and 2.
- 3.3. The Information Strategy is a key working document underpinning the drive to make improvements in the Council's information management practices.

## 4. Key Summary of the Information Strategy and Improvement Plan

- 4.1. The Information Strategy outlines the main aims and objectives for information governance in South Lanarkshire Council. The Strategy provides an overview and the context of information management within the Council. The main themes for the aims and objectives of the Strategy remain the same as contained in the previous version (2014 to 2017) and are Information Governance Management, Information Security, Information Legislative Compliance, Records Management and Information Sharing. The Strategy also explains accountabilities and responsibilities and refers to the relevant Council policies and procedures that are in place to support the Strategy. Finally, there is a section outlining implementation, monitoring and review.

- 4.2 The Strategy also highlights the importance of information as a key asset of the Council and is intended to provide employees with an overarching framework within which to manage the information created, stored and used by South Lanarkshire Council.
- 4.3 The Strategy is accompanied by an Information Management Improvement Action Plan. Each action in the Improvement Action Plan supports a main strategic objective. The actions are also linked to themes of South Lanarkshire Council's Records Management Plan (RMP) that was approved in June 2017 by the Keeper of the Records at the National Records of Scotland. The Action Plan also incorporates key areas for improvement as highlighted in the RMP Assessment Report which was communicated to the Council as part of the approval process.

## **5. What has changed since the last version of the Strategy?**

- 5.1 As mentioned in paragraph 4.1, the main themes, aims and objectives of the Strategy remain the same reflecting the fact that the process of developing a culture of good information governance is a gradual progression over a number of years. However, there have been a number of new developments which have been added to the Strategy.
- 5.2 Since the previous Information Strategy, the Council has had its Records Management Plan (RMP) approved by the Keeper of the Records at the National Records of Scotland (June 2017). As part of this approval, the Keeper communicated four areas where improvement was required by the Council. These areas are Business Classification Scheme, Retention Scheduling, Confidential Destruction and Audit Trail. Action to address these areas for improvement forms part of the Strategy and is included in the Improvement Plan.
- 5.3 New Data Protection legislation is currently making its way through Parliament with regard to the General Data Protection Regulations (GDPR). A separate Action Plan has been developed to address this and is being progressed. There are significant implications for the Council in how it manages and processes its personal data and therefore responding to this new legislation forms an integral part of the Information Strategy for all Resources.
- 5.4 Since the last Information Strategy, the Council has committed to implementing a new corporate Electronic Document Records Management System (EDRMS) called Objective. The introduction of this new system will assist the Council in meeting many of the requirements of the Records Management Plan mentioned in 5.2. This is a very significant project and will completely change the way the Council stores its electronic records. There are many positive implications for how the Council manages its information moving forward and the functionality of the new system will aid the Council to meet legislative requirements in terms of the Data Protection Act and the Public Records (Scotland) Act.
- 5.5 These three initiatives outlined in 5.2, 5.3 and 5.4 are all major developments for the Council and are quite rightly integral parts of the Information Strategy for 2018 to 2022 shaping how the Council is achieving its aim of further strengthening the culture of good information governance.
- 5.6 This Strategy will not relate directly to the record management functions of elected members, for instance, as a constituent representative. Councillors are now personally registered as Information Controllers in their own right and as such this Information Strategy is not intended for Councillors generally with the exception of

Councillors who continue to use the Council's systems for record management purposes.

Where Councillors utilise any of the Council's systems either electronic or otherwise for that purpose, they may be required to accept additional conditions or changes to the governance arrangements supporting the use of those systems arising from this Strategy.

Learn on Line courses are available on Data Protection. In addition separate guidance documents will be issued to Elected Members and awareness raising sessions, including a webinar, are planned for Elected Members on the General Data Protection Regulations, Data Sharing and Elected Member interaction with and responsibilities for Constituent and Council Information.

Privacy Impact Statements have been prepared and will be issued to elected members following their training session delivered by Webinar.

## **6. Communication to Employees**

- 6.1 The Information Strategy and Improvement Action Plan will be available to employees from the Information Governance pages of the intranet. A Personnel Circular and Management Bulletin will be prepared to announce the revised Strategy and Action Plan. Managers will be advised to discuss the Strategy with their team members.
- 6.2 Regular communication to employees of topics linked to the Information Strategy will be undertaken by the Information Governance Board.

## **7. Employee Implications**

- 7.1 There are no employee implications.

## **8 Financial Implications**

- 8.1 Preparation of the Information Strategy will be met from existing resources.

## **9. Other Implications**

- 9.1. The Public Records (Scotland) Act 2011 places statutory duties on the Council as a Scottish public authority to submit an RMP (mentioned above in 4.3) and to undertake a programme of improvement to satisfy the provisions of the legislation. The Council will be invited to provide annual progress update reports to the National Records of Scotland on the RMP.
- 9.2 There are no significant issues in terms of sustainability.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. There is no requirement to carry out an equality impact assessment in relation to the proposals within this report.
- 10.2. The Information Strategy has been developed in consultation with the Information Governance Board and Council Resources.

**Paul Manning**  
**Executive Director ( Finance and Corporate Resources)**

2 May 2018

**Link(s) to Council Values/Ambitions**

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self aware and improving
- ◆ Achieve results through leadership, good governance and organisational effectiveness

**Previous References**

- ◆ Information Strategy 2014-2017

**List of Background Papers**

- ◆ Executive Committee report 8 October 2014 (approval of previous Information Strategy)

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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