Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
Note: This is a high level strategic overview of all planned actions. See Information Strategy working action plan for timescales and progress							
1.Information Governance Management							
1.1	Continue to develop and enhance the programme of information management training	The culture of information governance needs to be firmly embedded into learning and development process.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	Information Governance Board	Active	Element 12	2
1.2	Monitor and ensure that appropriate employees undertake relevant information management training	The culture of information governance needs to be firmly embedded into learning and development process.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors	Active	Element 12	2
1.3	Implementation, development and rollout of EDRMS across the Council including file plan creation and the development of a business classification scheme and audit trail functionality.	Implementation of replacement EDRMS which will be rolled out in time to all business areas of the Council.	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	EDRMS Implementation Group	Active	Elements 4, 5, 6 and 11	1
1.4	Monitor and ensure that appropriate employees undertake relevant training and instruction in relation to the operation of the new EDRMS.	Ensure that EDRMS is operated in an efficient matter	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	All Executive Directors	Planned	Element 12	1
1.5	Continue the ongoing employee communication and promotion of the Information Strategy, RMP and all related polices and strategies	Develop regular topics for communication to employees	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	Information Governance Board	Active	Elements 3 and 12	2

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1.6	Communicate changes to operational procedures resulting from operational implementation of the Information Strategy, RMP and related policies and strategies.	Monitor changes made to such policies and strategies for operational impact and to communicate any reciprocal changes to operational prociedures.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors	Active	Elements 3 and 12	2
1.7	Maintain the Council's Information Asset Register / Information Audit data.	Resources to use their information audits spreadsheets as Information Asset Register	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	Information Asset Owners	Active	Elements 3 and 4	3
1.8	Complete Information Governance Assessment Checklist on an annual basis	Annual task	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors	Active	Elements 3 and 13	3
1.9	Develop monitoring and assessment for the Records Management Plan using the National Records of Scotland PUR schedule	Develop reporting arrangements in order to report back to the National Records of Scotland on progress on the RMP.	To embed information governance into the culture of South Lanarkshire Council for all employees.	Information Governance Board	Planned	Element 13	2
1.10	Contribute to the Records Management Plan Progress Update Report as described in 1.9	Develop arrangements in order to support the Information Governance Board's report back to the National Records of Scotland on progress on the RMP.	To embed information governance into the culture of South Lanarkshire Council for all employees.	All Executive Directors	Planned	Element 13	2

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1.11	To provide reports to the Information Governance Board in relation to undertaking tasks allocated to them in terms of this Information Strategy at regular intervals as and when required by the Information Governance Board	To assist in the provision of appropriate governance monitoring of compliance with this Information Strategy	To embed information governance into the culture of South Lanarkshire Council for all employees.	All Executive Directors	Planned	Element 13	2
1.12	Monitor and collate reports from Executive Directors in relation to undertaking tasks allocated to them in terms of this Information Strategy and to report on progress to the Corporate Management Team and the Council at regular intervals.	To provide appropriate governance monitoring of compliance with this Information Strategy	To embed information governance into the culture of South Lanarkshire Council for all employees.	Information Governance Board	Planned	Element 13	2
2. Information Security							
2.1	Review Resource disposal arrangements for the destruction of electronic records	Review arrangements for electronic records destruction. Review all current business systems.	To ensure that all information within the care of South Lanarkshire Council is secure and protected	All Executive Directors as Default Information Asset Owners	Planned	Element 6	2
2.2	Resources to review information security arrangements in line with the Council Information Security Policy	The Information Security Policy has been refreshed. Resources are required to reassess their processes	To ensure that all information within the care of South Lanarkshire Council is secure and protected	All Executive Directors as Default Information Asset Owners	Planned	Element 8	2

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2.3	Embed Information Security training into employee PDRs	Resources to identify employees who deal with sensitive information and ensure that information security training is included in their PDRs	To ensure that all information within the care of South Lanarkshire Council is secure and protected	All Executive Directors as Default Information Asset Owners	Planned	Element 8	2
2.4	Resources to review internal procedures for file movement and transfers both physical and electronic in line with Information Security Policy	Resources to review existing procedures and communicate to employees on a regular basis	All information created, received, managed and processed by South Lanarkshire Council will be kept secure and protected.	All Resources	Planned	Element 8	3
2.5	Introduce procedures for audit trail to enable electronic records to be more auditable	Where possible (in EDRMS and business systems) introduce proactive audit trail procedures so that the Council is completely in control of its electronic records	All information created, received, managed and processed by South Lanarkshire Council will be kept secure and protected.	All Executive Directors as Default Information Asset Owners	Planned	Element 11	2
3. Information Legislative Compliance							
3.1	Resources to do annual assessment of employee training needs in relation to handling FOI/EI(S)R and Data Protection requests maintaining a training record.	Resources need to self assess their training needs and keep the momentum going. Need to record who has received training and where gaps exist.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors as Default Information Asset Owners	Active	Elements 9 & 12	3

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3.2	Prepare the Council for the implementation of new Data Protection legislation	Undertake General Data Protection Regulation action plan and the equivalent action plan in relation to data protection laws as they relate to the Council's functions as a competent law enforcement authority.(see separate plan) to ensure that the Council is prepared for the implementation of new Data Protection	To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice	Information Governance Board	Active	Element 9	1
3.3	Implement all actions required by the action plan prepared in connection with new Data Protection legislation	Implement the General Data Protection Regulation action plan and the equivalent action plan in relation to data protection laws as they relate to the Council's functions as a competent law enforcement authority.(see separate plan) to ensure that the Council is prepared for the implementation of new Data Protection legislation.	To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice	All Executive Directors as Default Information Asset Owners	Active	Element 9	1

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	3.4	Develop corporate scanning procedures	Scanning procedures to be introduced as necessary to ensure that records created in this way (containing signatures) are legally admissible. Review against BS10008:Evidential Weight and Legal Admissibility of electronic information. The purpose is to make sure that hardcopy files can be safely destroyed after appropriate retention periods.	To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice	EDRMS Implementation Group	Planned	Elements 6 and 10	3
4. Records Management								
	4.1	Encourage and provide advice to all areas of the Council with regard to retention schedules	Keep retention schedules up to date and relevant	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	Information Governance Board	Active	Elements 3 and 5	2
	4.2	Initiate a programme of developing retention schedules for business areas where no retention schedule exists progresses	Indentify service areas where no retention schedule exists and develop retention guidelines for that service.	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	All Executive Directors as Default Information Asset Owners	Active	Elements 3 and 5	2
	4.3	Review Council's Vital Records on an annual basis	Annual task	South Lanarkshire Council will ensure that records are properly managed for the duration of their life cycle.	All Executive Directors as Default Information Asset Owners	Active	Element 10	3

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	4.4	Assess the Council's future requirements for the preservation of electronic records in order to plan for digital continuity.	As technology advances and processes change, the Council needs to investigate how best to protect the records and information it requires to retain for longer term storage and permanent conservation.	South Lanarkshire Council will ensure that records are properly managed for the duration of their life cycle.	All Resources	Planned	Elements 5, 10 and 11	3
5. Information Processing								
	5.1	Develop guidance for contractual terms and conditions with data processors including the monitoring of information security	There is a need to be proactive in monitoring how the Council's data processors are complying with conditions of data processing agreements	The Council will use processors for the better perfomrance of the discharge of their functions. It is vital to ensure that processors adhere to the apprpriate contractual obligations including ensuring the appropriate level of security	Information Governance Board	Active	Elements 8, 9 and 14	2
	5.2	Implement guidance for contractual terms and conditions with data processors including the monitoring information security	There is a need to be proactive in monitoring how the Council's data processors are complying with conditions of data processing agreements	The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security	All Executive Directors as Default Information Asset Owners	Active	Elements 8, 9 and 14	2
	5.3	Develop procedures to ensure Data Protection Compliance Assessments and Privacy Impact Asessments are carried out on every new instance of data sharing	Embed the cuture of Data Protection Compliance Assessment and Privacy Impact Assessments into the Council's data sharing practices	The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security	Information Governance Board	Active	Elements 8, 9 and 14	2

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5.4	Develop arrangements to ensure that contracts comply with guidance for contractual terms and conditions with data processors including the monitoring of information security	There is a need to be proactive in monitoring how the Council's data processors are complying with conditions of data processing agreements	The Council will use processors for the performance of the discharge of their functions. It is vital to ensure that processors adhere to the apprpriate contractual obligations including ensuring the appropriate level of security	All Executive Directors	Active	Elements 8, 9 and 14	2
5.5	Maintain and update the information sharing spreadsheet	Keep an up to date record of the sharing of information with third parties	The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security	All Executive Directors	Active	Elements 8, 9 and 14	3