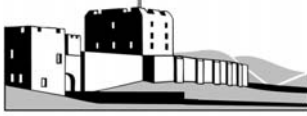


# AUDIT COMMITTEE

CARLISLE  
CITY COUNCIL



[www.carlisle.gov.uk](http://www.carlisle.gov.uk)

## *Committee Report*

**Public**

**Date of Meeting:** 24 September 2010  
**Title:** INFORMATION STRATEGY  
**Report of:** Policy & Performance Manager  
**Report reference:** PP 39/10

**Summary:**

This report updates Members on progress made on the actions identified as the responsibility of Policy and Performance in the 2008/2009 ICT audit report.

**Recommendations:**

Members are requested to receive this report.

**Contact Officer:** Clare Furlong

7165

## CITY OF CARLISLE

To: The Audit Committee  
24 September 2010

PP 39/10

### **INFORMATION STRATEGY**

#### **1. INTRODUCTION AND BACKGROUND INFORMATION**

- 1.1 At the Audit Committee held on 15 January 2010, report RD 66/09 was presented to members appraising them of progress made on previous audit recommendations made relating to the Council's ICT Security Policy. A number of outstanding recommendations were apparent at that time in relation to data protection issues. This report provides a current position statement on those outstanding recommendations (B3 to B7) in general and the integration of current information policies in particular.
- 1.2 A briefing paper was taken to SMT in January 2010 to inform the senior management team of the Information Policy and Strategy Review.

#### **2. PROGRESS TO DATE**

- 2.1 For Members' information, Appendix A to this report provides the schedule of outstanding recommendations together with current developments and revised targets for implementation where appropriate.
- 2.2 The Policy & Performance Team have now begun to revise the Information Management and Data Protection Policy for Carlisle City Council, which brings together the previous Information Management Policy (2005) and Data Protection Policy (2002). It should be read in conjunction with relevant guidance relating to information and data protection. It is important to note that all staff (and Members where appropriate) who create, use, manage or dispose of records must comply with this policy.
- 2.3 The purpose of the policy is to provide a long-term managed framework for the creation, maintenance and disposal of information, regardless of medium, in line with the business needs, wider accountability and legislative requirements of the Council. This established framework is designed to ensure regulatory and statutory compliance in the management of information and to be responsive to the demands of new legislation and the wider e-government agenda.
- 2.4 The policy will give the Council the basis to ensure that the appropriate technical infrastructure and systems, organisational procedures and human resources are available to make this possible. Information produced by employees engaged in their official duties is a corporate asset and must be controlled and managed like any other asset.

#### **3. RELATED POLICIES AND POLICY FRAMEWORK**

- 3.1 These are the policies currently on the Policy Framework which would be replaced by the new Information Management Strategy:

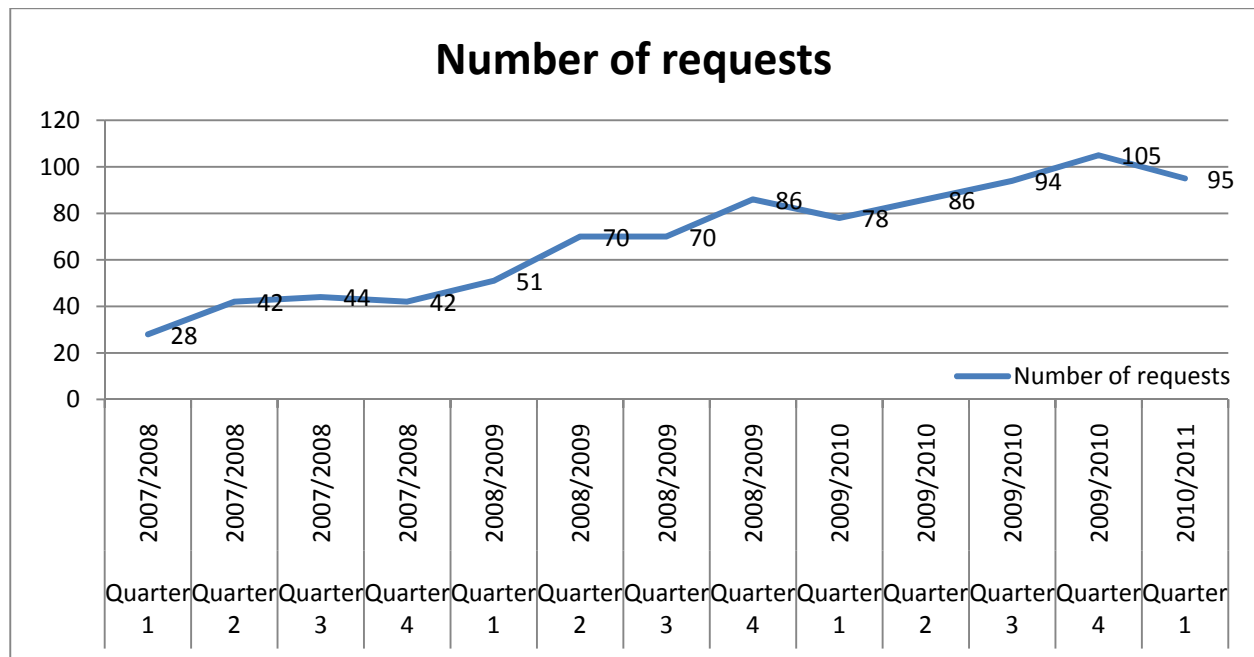
- Information Management Policy (2005)
- Data Protection Policy (2002) & Publication Scheme (2009)
- Freedom of Information
- Knowledge and Information Management Strategy (2004)

3.2 The strategy will also update the following key parts of the following documents:

- Updating the Retention Schedules (Constitution)

#### 4. ACCESS TO INFORMATION

4.1 It is important to note that requests for information have been increasing steadily over the last three years.



4.2 It is therefore more important than ever that the Council has strategies in place to deal with the increased volume and complexity of requests for information. The Government's transparency agenda is also expected to have an impact on the number of requests as the public's appetite grows for public sector information.

4.3 The Council is required by section 10(1) of the Freedom of Information Act and by regulation 5(2) of the Environmental Information Regulations to respond to requests for information within 20 working days. The Council's quarterly response rates are as follows:

Quarter 1	2007/2008	100%
Quarter 2	2007/2008	88.89%
Quarter 3	2007/2008	100%
Quarter 4	2007/2008	100%
Quarter 1	2008/2009	100%
Quarter 2	2008/2009	100%
Quarter 3	2008/2009	100%
Quarter 4	2008/2009	96.97%

Quarter 1	2009/2010	100%
Quarter 2	2009/2010	97.14%
Quarter 3	2009/2010	100%
Quarter 4	2009/2010	97.56%
Quarter 1	2010/2011	100%

**5. APPENDIX A**

5.1 Appendix A is attached to this report for Members' attention.

**6. RECOMMENDATIONS**

6.1 Members are requested to note the current position relating to each of the actions that have been identified.

6.2 Members are requested to note the increasing volume of requests and the Council's response rates to requests.

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Policy & Performance Manager

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## Appendix A

B.3	Head of Policy & Performance	It would be beneficial to re-commence Data Protection awareness training for all staff who handle personal data. Personnel have agreed to provide the training but this needs to be driven by the Head of Policy and Performance in liaison with other Heads of Service.	C	Starting with Ethical Governance training, November 2010		
B.4	Head of Policy & Performance	<p>The Data Protection Policy should be reviewed and updated to ensure it is clear and concise and addresses the following:-</p> <ul style="list-style-type: none"> <li>❑ Explains the need for such a policy</li> <li>❑ States the authority's attitude towards data protection</li> <li>❑ Clearly sets out the authority's data protection requirements</li> <li>❑ States the authority's data protection staffing and reporting structures</li> <li>❑ States the disciplinary procedures which may be invoked should employees fail to comply with the data protection policy</li> <li>❑ Specifically refers to the inclusion of certain structure manual records</li> </ul>	B	March 2011 as part of Information Strategy		
B.5	Head of Policy & Performance	It would be beneficial for the 8 principles of the Data Protection Act to be stated in the policy overview.	C	Completed		
B.6	Head of Policy & Performance	Procedures should be put into place to ensure that in the future, the policy is reviewed annually or immediately in the light of actual events.	C	Completed		
B.7	Head of Policy & Performance	A communications structure should be identified to ensure that data protection issues are effectively communicated throughout the Authority.	C	November 2010 Management briefing		