

REPORT TO: Cabinet Member Performance & Governance

DATE: 4th August 2010

SUBJECT: Strategic Information Sharing Protocol for Sefton Borough Partnership

WARDS AFFECTED: All

REPORT OF: John L Curtis – Chair, Sefton Understood (0151 296 4566)
Sue Holden – Director, Sefton Equalities Partnership (ext 4722)

CONTACT OFFICER: Alex Spencer – Corporate Performance Officer (ext 4604)

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To request that the Cabinet Member reviews and endorses a Strategic Information Sharing Protocol for Sefton Council as a key partner in Sefton Borough Partnership.

The Strategic Information Sharing Protocol will commit all partners within the Sefton Borough Partnership to share data and information with other partners at a strategic level. This will in turn facilitate a rich, intelligence led understanding of our communities.

REASON WHY DECISION REQUIRED:

The Strategic Information Sharing Protocol was presented to the Sefton Borough Partnership Operations Board on 5th July 2010.

The Operations Board agreed to the protocol in principle; however this agreement is subject to formal ratification by partners.

The Cabinet Member is therefore asked to review, endorse and ratify the attached information sharing protocol and accompanying toolkit on behalf of Sefton MBC.

RECOMMENDATION(S):

Cabinet Member Performance & Governance is requested to:

- i. Review, endorse and ratify the attached Strategic Information Sharing Protocol and accompanying toolkit on behalf of the Council. (Appendix One)
- ii. Signs the Declaration of Acceptance & Participation on behalf of Sefton MBC (Appendix Two)

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: Immediately

ALTERNATIVE OPTIONS: Do not ratify the approach meaning there will be no strategic agreement between our partners in Sefton to share information, following a layered toolkit.

IMPLICATIONS:

Budget/Policy Framework:

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None

Risk Assessment: Not Applicable

Asset Management: Not Applicable

CONSULTATION UNDERTAKEN/VIEWS

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	➡➡		
2	Creating Safe Communities	➡➡		
3	Jobs and Prosperity	➡➡		
4	Improving Health and Well-Being	➡➡		
5	Environmental Sustainability	➡➡		
6	Creating Inclusive Communities	➡➡		
7	Improving the Quality of Council Services and Strengthening local Democracy	➡➡		
8	Children and Young People	➡➡		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

1. Information Sharing Report to Sefton Borough Partnership Operations Board – 5th July 2010.
2. Minutes from Sefton Borough Partnership Board – 5th July 2010.

1.0 BACKGROUND:

- 1.1 Information Sharing generally supports a richer understanding of the Community we serve, in that it provides a wider relevant data set to the analyst, providing management information.
- 1.2 To provide useful management information to decision makers it is important that data and information analysts have in place a set of tools that support information sharing at the strategic and operational levels.
- 1.3 The Partnership Intelligence Group (Sefton Understood) will be the main analytical group providing relevant information to the Operations Board as well as other strategic groups.
- 1.4 To support information Governance and a clear approach to information sharing it is proposed that Sefton Understood, including our partners adopt the existing Information Sharing toolkit that was originally developed to support Every Child Matters.
- 1.5 These protocols, now supported by the Merseyside wide Multi Agency Information Sharing Review Group, the North West Information Sharing and Security Group, and Information Commissioners Office (ICO) clearly outline an information sharing toolkit consisting of procedures and protocols that can be easily followed and adopted/ adapted.
- 1.6 In brief the toolkit was developed and designed to support information sharing around children and young people, but has now been designed to support any information sharing activity at both the strategic and operational levels.
- 1.7 The Toolkit consists of
 1. Information Sharing protocol (strategic level)
 2. Declaration of Acceptance & Participation, which ensures that the Data Controller has registered with the Information Commissioners Office (ICO)
 3. Information Sharing Arrangements/agreements, explaining at an operational level the data to be exchanged and for what purpose(s) and how this will be undertaken securely.
 4. Information sharing instruction template, which supports interdepartmental data sharing.
 5. Various appendices, including Caldicott and Data Protection Principles, Rights of the Data Subject, definitions and glossary of terms and Common Law Duty of Confidentiality.

More information can be obtained from the Greater Merseyside Connexions internet site <http://www.connexionsgmerseyside.co.uk>

- 1.8 The Protocol and Toolkit was presented to the Sefton Borough Partnership Operations Board on 5th July 2010. The Operations Board agreed that each partner body would need to ratify the protocol and toolkit through their respective structures (for the Council Performance and Governance Cabinet).

2.0 APPENDICES

Appendix One: Information Sharing Toolkit

Appendix Two: Declaration of Acceptance & Participation

3.0 RECOMMENDATION(S):

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