

Report to:	Audit and Governance Committee	Date of Meeting:	Wednesday 13 December 2023
Subject:	Information Governance and Compliance – internal guidance and policies		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:			
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

The report seeks the approval of Members regarding the revised internal information governance policy documents attached.

Recommendation(s):

- (1) To note the contents of the report.
- (2) Members be recommended to approve the revised internal policy documents.

Reasons for the Recommendation(s):

The attached policies have been recently amended following an exercise to review all information governance policies available to employees and Members.

Alternative Options Considered and Rejected: (including any Risk Implications)

None.

What will it cost and how will it be financed?

(A) Revenue Costs

N/A

(B) Capital Costs

N/A

Implications of the Proposals:

<p>Resource Implications (Financial, IT, Staffing and Assets):</p> <p>There are no resource implications.</p>								
<p>Legal Implications:</p> <ul style="list-style-type: none">• The Freedom of Information Act 2000• The Environmental Information Regulations 2004• The UK General Data Protection Regulation• The Data Protection Act 2018								
<p>Equality Implications:</p> <p>There are no equality implications.</p>								
<p>Impact on Children and Young People: No</p>								
<p>Climate Emergency Implications:</p> <p>The recommendations within this report will</p> <table border="1"><tr><td>Have a positive impact</td><td>No</td></tr><tr><td>Have a neutral impact</td><td>Yes</td></tr><tr><td>Have a negative impact</td><td>No</td></tr><tr><td>The Author has undertaken the Climate Emergency training for report authors</td><td>Yes</td></tr></table> <p>Neutral impact. The content of this report is to seek approval from Committee members on amendments to a small number of information governance policies. It does not change the requirement for staff to travel, nor impact upon energy consumption, the amount of water used nor changes green spaces, so has the same impact as we currently do now. It has no impact upon the environment for the communities and stakeholders of Sefton.</p>	Have a positive impact	No	Have a neutral impact	Yes	Have a negative impact	No	The Author has undertaken the Climate Emergency training for report authors	Yes
Have a positive impact	No							
Have a neutral impact	Yes							
Have a negative impact	No							
The Author has undertaken the Climate Emergency training for report authors	Yes							

Contribution to the Council's Core Purpose:

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: To ensure the provision of lawful data

processing and handling of information when providing services
Place – leadership and influencer: Not applicable
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD.7437/23) and the Chief Legal and Democratic Officer (LD.5537/23) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

None.

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Appendices:

There are 3 appendices to this report.

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

The attached 3 policy documents - the Information Risk policy, Guidance on disclosing information to elected representatives and Freedom of Information guidance have all been recently reviewed as part of an exercise to review and amend where appropriate all the Council's information governance policies to staff and Members.

Information Risk policy

This Committee has recently endorsed a Risk Appetite Framework (RAF) for the Council which sets out the level of risk that members have decided is acceptable for the organisation and gives a framework within which officers can make proposals and take delegated decisions. The policy document has been updated to make reference to the existence of the RAF.

Guidance on disclosure of information to elected members

This short policy document has had minor revisions to reference the UK GDPR and revised document classification scheme.

Freedom of Information policy and guidance

This policy was first approved by Audit and Governance Committee in June 2015. The document has been amended to reflect the UK GDPR, changes in internal processes, the Council's case management system for handling information requests and revised guidance from the Information Commissioner's Office.

2. Recommendation

Members are asked to approve the policies and their latest revisions.