

INFORMATION GOVERNANCE UPDATE
REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE
DIRECTION)



WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To present to members the draft Records Management and Freedom of Information Policies, alongside the overarching Information Governance Framework.

2. RECOMMENDATION

- 2.1 That Executive approves:
- (i) the Records Management Policy
 - (ii) the Freedom of Information Policy
 - (iii) the Information Governance Framework

3. BACKGROUND TO THE REPORT

- 3.1 Hinckley & Bosworth Borough Council needs reliable, accurate and timely information to manage services and measure performance. Our records are an important asset and should be managed as such. They provide evidence of business decisions and are necessary to administer public functions effectively and provide accountability for decisions taken.

- 3.2 As a business there is a strong interest in the ability to locate and retrieve information speedily and efficiently in response to delivering services and responding to information requests. These policies apply to all employees of the council including Elected Members, contract, agency and temporary staff, volunteers and employees of partner organisations working for the council.

- 3.3 The council must have in place a record keeping system that documents its activities and provides for quick and easy retrieval of information. It must also take into account the legal and regulatory environment specific to each service area. The Records Management Policy clearly sets out these requirements.

- 3.4 The Freedom of Information Policy sets out our statutory obligations and how we manage requests for information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held and supplying the information that is held, except where exemptions apply. There is a statutory time limit of 20 working days to respond to a request.

- 3.2 These policies are part of a suite of documents comprising the Information Governance Framework which is also attached as an overarching policy document.

4. FINANCIAL IMPLICATIONS [DW]

- 4.1 None arising directly from the report.

5. LEGAL IMPLICATIONS [JB]

- 5.1 None arising directly from the report.

6. CORPORATE PLAN IMPLICATIONS

6.1 This policy contributes to all aspects of the Corporate Plan.

7. CONSULTATION

7.1 None.

8. RISK IMPLICATIONS

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 This is a corporate policy and does not impact any community, group, area or parish in particular.

10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector
- Procurement implications
- Data Protection implications

Background papers: None

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