

Executive

Excerpt of the Minutes of the meeting held on Thursday 5 April 2018 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

Present: Councillor Mobbs (Leader); Councillors Butler, Coker, Grainger, Phillips, Rhead, Thompson and Whiting.

Also present: Councillors; Boad (Liberal Democrat Observer); Mrs Falp (Chairman of Overview & Scrutiny Committee); and Councillor Quinney (on behalf of Finance & Audit Scrutiny Committee and as Labour Group Observer).

103. **Declarations of Interest**

There were no declarations of interest in relation to the items in this excerpt.

Part 1

(Items on which a decision by Council on 21 February 2018 was required)

110. **Information Governance Framework**

The Executive considered a report from Democratic Services that brought forward an Information Governance Framework for Warwick District Council, revised relevant policies and a proposed action plan for the year ahead.

From 25 May 2018 the UK would be subject to the General Data Protection Regulation from the EU. These would replace the current Data Protection Act 1998 and would be supplemented (and in due course) replaced by the Data Protection Act 2018. This act would define the approach by the UK in respect of the requirements of the EU Data Protection Directive, known as the Law Enforcement Directive.

The Council would be required to abide by the regulations because of its need to handle personal data in order to carry out its functions as a local authority.

Under the regulations the Council must appoint a Data Protection Officer. The Council had completed this duty via a shared Information Governance Manager with Stratford District Council as part of a two year agreement.

There was a delay in completing the agreement for the above post and because of the technical knowledge the above post would need and oversight role it provides a large proportion of the work to bring forward the attached framework was delayed until they were in post.

The proposed Information Governance Framework provided the overall structure for Information Governance within the Council and established who would be responsible for the approval of relevant policies and training.

The Framework and associated policies were based on good practice from other authorities and shared knowledge through partnership but also reflected the requirements placed on the Council by the new regulations.

The Information Security & Conduct Policy had not been brought to the Executive as this Policy was one that had been approved, by Employment Committee on 21 March 2018.

The priorities for the forthcoming year in respect of Information Governance focused on further training for Officers and Councillors but also further developing the sub-policies within the Framework and importantly the Data Quality Strategy. This was to ensure the Council's commitment to robust information governance practices were firmly embedded within the Council.

The proposed amendments to the scheme of delegation were proposed to reflect the changes in statute and regulation to enable current working practices to continue.

The Finance & Audit Scrutiny Committee supported the recommendations up in the report.

Recommended that to Council that:

- (1) the scheme of Delegation G(13) be amended to read as follows: Make decisions under the provisions of the DPA 1998, GDPR and DPA 2018; and
- (2) the Constitution be amended so that it recognises the Council has appointed an Information Governance Manager to act as Data Protection Officer for the Council.

Resolved that the

- (1) Warwick District Council, Information Governance Framework, as set out at Appendix 1 to the report, be approved;
- (2) policies below as set out in the appendices 2 to 5 of the report, be approved:
 - (a) Data Confidentiality & Privacy
 - (b) Access to Information and Rights
 - (c) Incident Management
 - (d) Records Management Policy
- (3) the priorities for Information Governance for the year 2018/19 be; (1) training and awareness of Information Governance with staff and Councillors; (2) Delivering a Data Quality Policy; (3) embedding protective marking of documents; and (4) a review of data retention schedules with Service Areas.

(Portfolio Holder for this item Councillor Mobbs)

(The meeting ended at 6.51 pm)