

COMMITTEE Corporate Finance, Policy and Resources
DATE 30 September 2014
DIRECTOR Ewan Sutherland (Acting)
TITLE OF REPORT Corporate Information Management Strategy
REPORT NUMBER: CG14/098
CHECKLIST RECEIVED Yes

1. PURPOSE OF REPORT

- 1.1 To provide Committee with a revised Corporate Information Management Strategy and Improvement Programme, providing a more holistic and cohesive framework in which the council will manage all information assets now and in the future.

2. RECOMMENDATION(S)

- 2.1 That Committee note the detail of the revised Strategy and Improvement Programme at Appendix 1;
- 2.2 That Committee approve the revised Corporate Information Management Strategy and Improvement Programme at Appendix 1.

3. FINANCIAL IMPLICATIONS

Any requirements from the Action Plan have to date been met from existing budget.

4. OTHER IMPLICATIONS

The implementation of the Information Management Strategy and Improvement Programme sets out a developmental approach and framework in which the Council will coordinate more efficient ways of maximising the benefits from its information assets, by managing them more effectively, re-using and utilising where viable, sharing where possible and at the same time protecting accordingly. This framework will ensure a cohesive programme of continuous improvement that supports how the Council implements the future planning of corporate information management systems and practice which meet all business, legislative and statutory requirements. Accountability, governance and scrutiny of public authority spending and service

delivery have increased across the public, political and legislative landscape. It is imperative that the Council has the proper controls and management in place to minimise any risks associated within this environment and provide appropriate monitoring and performance progress reports to senior management.

5. BACKGROUND/MAIN ISSUES

The Council approved its first Corporate Information Strategy in 2010, updating it in March 2012. The rationale for the Strategy at that time was to demonstrate a commitment to the spirit of recent legislation and promote a culture of openness and transparency internal within the organisation and external with all customers and partners. Requests made to the Council through the Freedom of Information Scotland Act 2002 (FOISA), Environmental Information (Scotland) Regulations 2004 (EIRs) and Data Protection Act 1998 (DPA) channels had increased significantly as had public and regulatory scrutiny. From 2010, the Council has been subject to a number of information compliance assessments and audits which have made specific recommendations prompting a revision to the Strategy:

Office of Scottish Information Commissioner (OSIC)

2010 OSIC – FOISA Good Practice Compliance Assessment
2011 OSIC – FOISA Assessment Recommendations follow-up
2012 OSIC – FOISA Good Practice Compliance Assessment
2014 OSIC – FOISA Recommendations follow-up and sign-off

UK Information Commissioners Office (ICO)

2013 ICO – Data Protection Compliance Audit
2014 ICO – Data Protection Audit Recommendations follow-up – ongoing

There has also been a more recent addition in January 2013 to the information compliance regulatory agenda with the onset of the Public Records (Scotland) Act 2011. The scope of the Act applies to all information and records irrespective of the technology used to create and store them or the type of information they contain.

The principal vehicle for achieving compliance with this legislative change will be a Records Management Plan which Aberdeen City Council will be statutorily obliged to prepare and submit to the Keeper of the Records of Scotland (the “Keeper”) for his approval in November 2014.

The plan has 14 elements which have been themed into this now fully revised Information Management Strategy in the following domain areas:

- Archive and Preservation
- Business Continuity and Disaster Management
- Culture, Training and Communication
- Knowledge, Re-Use and Performance

- Information and Records Lifecycle Management
- Risk & Governance
- Technical and Physical Systems Management

A number of these domain areas are already in place or are underway within the Council, and the revised Strategy and Improvement Programme has begun to assess levels of maturity within those domains and proposed areas for action and development through the Information Management Governance Group.

6. IMPACT

Approval of this Strategy and Improvement Programme will ensure the Council continues to develop a fit-for-purpose framework for the appropriate governance of all information assets that will provide business efficiencies, whilst ensuring business continuity and risk management. In the longer term, it will provide the Council with an internal infrastructure for managing all information assets that is consistent and flexible to meet the variety of customer and stakeholder service delivery required by the Council now and in the future as detailed in the 5 year Corporate Business plan.

An Equality and Human Rights Impact Assessment has been undertaken.

7. MANAGEMENT OF RISK

Management of Risk will be monitored and reported by the Senior Information Risk Officer (SIRO) and Corporate Management Team on a quarterly basis.

8. BACKGROUND PAPERS

9. REPORT AUTHOR DETAILS

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