

**Bolsover District Council**

**Executive**

**16<sup>th</sup> June 2014**

**Information Management Strategy**

**Report of the Joint Assistant Director – Customer Service and Improvement**  
**(Portfolio Holder: Cllr R Bowler)**

This report is public.

**Purpose of the Report**

- To seek Executive approval on the new Information Management Strategy
- To meet legal requirements.

**1 Report Details**

This joint strategy sets out the ambitions of both Bolsover District Council and North East Derbyshire District Council in the area of information management. Both councils recognise the importance of information to the daily work of the authorities.

The strategy has been produced to ensure that both Councils manage information in line with guidance set out nationally.

The strategy is largely an internal document which sets out what we need to do over the coming 3 years to ensure compliance.

The strategy has a number of actions identified which have been incorporated into an action plan. This will be monitored and reported on the Councils performance management system.

**2 Conclusions and Reasons for Recommendation**

The strategy meets a number of external drivers and compliance requirements including the Public Service Network (PSN) compliance. As such it is essential that a strategy is put in place as a matter of urgency.

**3 Consultation and Equality Impact**

The strategy has been developed with a number of officers in Customer Service and Improvement and ICT, to ensure that it is fit for purpose. The strategy has been approved by SAMT and SAJC for submission to members for approval.

External consultation and an Equality Impact Assessment are not necessary as the actions are largely internal, are that of legal compliance and do not have a direct impact on any group of customers or employees.

#### 4 **Alternative Options and Reasons for Rejection**

In preparing the strategy consideration has been given to how best the required actions can be achieved within limited resources.

#### 5 **Implications**

##### 5.1 **Finance and Risk Implications**

The strategy allows us to deal with a potential risk of none compliance. Without an agreed way forward, services supported by Government systems could be withdrawn resulting in both Councils being unable to deliver key services to the public.

Financial penalties could be imposed by the Information Commissioners Office (ICO) if Data Protection legislation is breached.

The costs identified for Baseline Personal Security Standard (BPSS) checks (which are mandatory currently) have been agreed at SAMT.

##### 5.2 **Legal Implications including Data Protection**

The strategy allows compliance with both the Public Service Network (PSN) requirements and the Payment Cards Industry (PCI-DSS) requirements. It is also in line with the requirements of the Data Protection Act and other legislation as detailed in the strategy.

##### 5.3 **Human Resources Implications**

The strategy details training and development implications.

#### 6 **Recommendation**

6.1 That Executive note the requirement for the (Joint) Information Management Strategy and approve the strategy.

6.2 That the (joint) Information Management Strategy be published on the intranet and internet once approved by Cabinet at North East Derbyshire District Council.

#### 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
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<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	Strategic Organisational Development – BDC

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**Document Information**

<b>Appendix No</b>	<b>Title</b>
1	Information Management Strategy
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
As detailed in the strategy	
<b>Report Author</b>	<b>Contact Number</b>
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Report Reference – Information Management Strategy