
INFORMATION GOVERNANCE PROGRAMME PROGRESS REPORT

SUMMARY REPORT

Purpose of the Report

1. The Systems and Information Governance Group (SIGG) is required to report six monthly to the Audit Committee on progress and planned developments of the information governance programme.

Summary

2. At present information governance is an 'above the line' risk on the corporate risk register. Delivery of our information governance programme will provide the assurance required and will reduce our information risks to an acceptable level.
3. The Council continues to make gradual progress on the implementation of the information governance programme. Recent work includes
 - (a) publication of mandatory on-line awareness course for data protection
 - (b) delivery of information risk management briefing sessions to senior management teams
 - (c) implementation of a secure information sharing and collaboration system following pilots in Supporting People and SEN services.
4. The areas of highest priority in the information governance programme are
 - (a) completion of the information risk assessments and the timely delivery of the associated improvement action plans, and
 - (b) completion of the mandatory on-line awareness courses by all staff with access to the Council's network
5. Following approval of the HSCIC IG Toolkit the installation of the N3 network connection will be progressed.

Recommendation

6. It is recommended that progress on the implementation of the Information Governance Programme be noted.

Reasons

7. To provide the Audit Committee with a status report on the delivery of the Council's Information Governance Programme.

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Background Papers

S17 Crime and Disorder	There is no specific crime and disorder impact.
Health and Well Being	There is no specific health and well being impact.
Carbon Impact	There is no specific carbon impact.
Diversity	There is no specific diversity impact.
Wards Affected	All wards are affected equally.
Groups Affected	All groups are affected equally.
Budget and Policy Framework	This report does not recommend a change to the Council's budget or policy framework.
Key Decision	This is not a key decision.
Urgent Decision	For the purposes of the 'call-in' procedure this does not represent an urgent matter.
One Darlington: Perfectly Placed	There is no specific relevance to the strategy beyond a reflection on the Council's governance arrangements.
Efficiency	Implementation of effective information governance systems and procedures has a positive impact on efficiency.

MAIN REPORT

Background

8. Information governance remains an 'above the line' risk on the corporate risk register. This is a reflection of the improvements required to evidence that we meet all of the relevant information assurance requirements set out by government and industry standards.

Current Position

Training and awareness

9. The Information Security Manager and Head of Corporate Assurance have attended the Systems and Information Governance Group (SIGG) in July to emphasise to senior management the priorities of the information governance programme, namely
 - (a) the timely completion of the information risk management checklist and associated improvement action plans, and
 - (b) the timely completion of the mandatory on-line training courses by all staff who have access to the Council's network

and to offer additional advice and guidance to service managers in delivery of their risk action plans.

10. The mandatory on-line data protection awareness course has been published and instruction issued to all staff with internet access to complete. Progress on the completion of the three courses (information security, social media, and data protection) will be monitored by Assistant Directors.
11. The revised information security awareness leaflet for staff with no access to the internet has been approved and is currently being printed. The leaflet will be circulated in due course.
12. The table in **Appendix 1** shows the current position with regard to the completion of the on-line courses.

Health and social care (HSCIC) information governance toolkit

13. HSCIC have confirmed that they are now assessing our submission for compliance, and in anticipation of acceptance we are currently completing our application for connection to the N3 network. Once approval is received installation of the connection will be progressed. This will facilitate more efficient information sharing with health.

Information risk management

14. As reported in June there are 30 service areas that have been determined by Assistant Directors as requiring to complete the risk checklist and where applicable associated action plans.
15. All service areas have completed their risk checklists and delivery of action plans is underway in accordance with timescales agreed by Assistant Directors.

Information sharing

16. The Complaints and Information Governance (CIG) Team is continuing to work with key public sector partners to review and implement service-level information sharing agreements where required.

Information security incidents

17. The information security incident reporting process is in place. The identification, reporting and the initial response phases of the process are working effectively. However, work continues to improve the timeliness of the documentation of remedial action plans and their successful implementation and sign-off by senior management.

Data quality

18. Work continues to progress on improving data quality across the Council's major business systems and has moved with pace on data used by Adults and Children's Services. There have been focussed data quality campaigns in relation to the replacement of the social care case management system; and in respect of alignment with requirements around the development of the performance management framework and external inspections.

Transparency

19. The Local Government Transparency Code 2014, published by the Department of Communities and Local Government, outlined the requirement on all local authorities to publish certain data within certain timescales and in certain formats. The Organisational Planning Unit continues to work with Chief Officer's Board (COB) to comply with the mandatory requirements of the Code.

Conclusion

20. The Council's information governance programme clearly sets out key objectives, roles and responsibilities, priorities and risk treatment plans. As such we are aware of the improvements required. However, the timely delivery of the programme remains an issue of concern given the competing demands on limited resources.

Outcome of Consultation

21. No formal consultation was undertaken in production of this report.

Appendix 1

	Info Sec 2015		Social Media		DPA		Users
	Comp	%age	Comp	%age	Comp	%age	
Neighbourhood Services & Resources	399	77.18	428	82.79	291	56.29	517
Community Services	63	40.13	94	59.87	28	17.83	157
Communications	9	90.00	10	100.00	8	80.00	10
D'ton P'ship & Creative D'ton	1	33.33	1	33.33	1	33.33	3
Finance & Human Resource Management	62	89.86	63	91.30	54	78.26	69
Housing and Building Services	163	94.77	163	94.77	117	68.02	172
Law & Governance	101	95.28	97	91.51	83	78.30	106
Economic Growth	142	81.61	138	79.31	87	50.00	174
Economic Initiative	17	53.13	18	56.25	10	31.25	32
Capital Projects, Transport and Highways	65	98.48	65	98.48	47	71.21	66
Regulatory Services	60	78.95	55	72.37	30	39.47	76
Children & Adult's Services	413	70.84	407	69.81	199	34.13	583
Public Health	7	100.00	6	85.71	0	0.00	7
Children's Services	285	66.74	284	66.51	123	28.81	427
Adult Services	105	80.15	102	77.86	63	48.09	131
Strategy and Commissioning / Transformation	16	88.89	15	83.33	13	72.22	18
Totals	954	74.88	973	76.37	577	45.29	1274