

Coventry City Council
Minutes of the Meeting of Cabinet Member for Policy and Leadership held at 2.00
pm on Thursday, 28 July 2016

Members Present: Councillor G Duggins (Cabinet Member)
Councillor G Crookes (Substitute for Councillor Blundell)

Employees (by Directorate):

Resources J Barlow, H Lynch, J Sansom

Apologies: Councillor J Blundell

Public Business

1. Declarations of Interest

There were no declarations of disclosable pecuniary interests.

2. Minutes

The minutes of the meeting held on 8 October 2015 were noted and signed.

There were no matters arising.

3. Information Management Strategy Update

The Cabinet Member considered a report of the Executive Director of Resources in respect of the Council's information Management Strategy which has become increasingly critical to the way the public sector conducts business as services are integrated and the Council seeks to gain better outcomes with fewer resources and digitalise the way services are delivered. The Council's Information Management Strategy was approved by Cabinet in March 2016. Information being one of the greatest assets and its usage is a major responsibility. The Information Management Strategy will ensure that we exploit information as a strategic asset, using recognised best practice, legislation and technology to minimise requests for information and maximise the opportunities of information intelligence to share future services and evaluate the effectiveness of existing ones.

One of the work streams within the strategy related to information governance and data protection. In order to understand the level of maturity/assurance in relation to information governance across the organisation, the Council arranged for the Information Commissioner's Office (ICO) to conduct a data protection audit. Information Management specialists, In-Form Consult (IFC) were also engaged to conduct a Council wide maturity assessment of information management generally. IFC used the maturity assessment to create a roadmap/action plan identifying key work streams and activates required to implement the Council's vision for information management. There was some overlap between the activities' identified by IFC and the ICO audit. A copy of the road map was attached at Appendix 3 to the report.

The Committee noted that the ICO would conduct a follow up audit towards the end of 2016/17 to assess progress against the recommendations. The Council was well on track to have implemented the majority if not all of the actions in advance of this audit. By implementing these actions, the Council would hope to significantly increase its assurance ratings.

The report was also considered by the Audit and Procurement Committee on 25 July 2016 and there were no recommendations from that meeting for the Cabinet Member for Strategic Finance and Resources to consider. The Committee noted that the Audit and Procurement Committee had discussed the concerns that had been raised and requested that a further report on progress with the actions be submitted to their next meeting.

The Members discussed the concerns that had been raised by ICO audit and the IFC assessment and requested that a joint meeting of the Cabinet Member for Policy and Leadership and Audit and Procurement meeting be explored for the end of October 2016. It was agreed that Councillor Crookes be invited to the joint meeting.

RESOLVED that the Cabinet Member for Policy and Leadership:

- 1. Notes the outcome of the Information Commissioner's Office (ICO) Audit and In-form Consult Maturity Assessment;**
- 2. Notes the progress to date on the ICO Audit and Maturity Assessment Action Plans;**
- 3. Requests that Officers bring a further report to the Committee on the outcome of the follow up audit by the Information Commissioner;**
- 4. Requests the following additional recommendation: The possibility of a joint Audit and Procurement Committee and Cabinet Member for Policy and Leadership meeting by the end of October 2016, be explored.**

4. Outstanding Issues

There were no outstanding issues to report.

5. Any Other Items of Public Business

RESOLVED that the Cabinet Member gives approval for the Lord Mayor and Professor Matt Qvortrup, Professor of Applied Political Science from Coventry University to undertake a civic visit to Volgograd, Russia from 30th October to 2nd November 2016.

(Note: The above matter was considered as an item of urgent business, the reason for urgency being the need to seek approval for attendance at the visit prior to the next scheduled meeting of the Cabinet Member).

(Meeting closed at 2.30pm)

