Management response

Report title: Review of Information Management – Monmouthshire County Council

Completion date: December 2017

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Proposals for improvement

Ref	Proposal for improvement	Intended outcome/ benefit	High priority (yes/no)	Accepted (yes/no)	Management response	Completion date	Responsible officer
P1	**Information strategy** The Council should finalise and agree its updated Management Information Strategy. The Strategy should include: • an outline of the broad approach the Council plans to take, emphasising how Information will be used to support its strategic aims; and • a schedule of annual review and update so that developments can be responded to in a relatively short time.	Clear strategic direction for the management of information.	Yes	Yes	The information strategy has been revised, scrutinised by Audit Committee in September 2017 and agreed by individual Cabinet member decision in October 2017. The Information Strategy covers a three year period with annual review dates to ensure its currency. With changes in digital capabilities and the ever increasing need for data and evidence to support critical business decisions the strategy has been revised to accommodate the 3 inter-related strands of – • Digital Information, • Information Governance and Legislation &	October 2017 (Completed)	Sian Hayward, Head of Digital and Agile

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					• Data use, Open Data and Business Intelligence. This split better reflects the importance of information and data in a digital era, and the potential for it to be used as a business tool with data insights enabling effective decision making and service re-design options		
P2	**Policy** The Council should review, clarify and rationalise its information management policy documents ensuring that: • its policy decisions and guidance follow on clearly from the overall strategy; and • its documents conform to a standard format, and are subject to regular planned reviews.	Clarity on how the Council will implement its Information Strategy	Yes	Yes	Following this review being completed, Cabinet approved the framework for the development of a whole authority 'Corporate Plan', which will frame and contain the MTFP and inform and shape a whole set of enabling and delivery plans including Digital which will ensure flow and coherence. Traditionally the information policy and guidance documents were separate documents, although whilst separate, were fit for their various purposes. We will now align these into one integrated and comprehensive policy as part of our work around ensuring compliance with GDPR.	October 2018	Sian Hayward, Head of Digital and Agile Tracey Harry, Senior Information Risk Owner.
P3	**Role and profile of Senior Information Risk Owner** The Council should assure itself that the role of SIRO has sufficient profile, authority and accountability, with the	Clear leadership at an appropriate level within the Council to oversee	Yes	Yes	The Council has assured itself that the SIRO is independent of the delivery of IT services and whilst not a member of SLT, following its restructure, is sufficiently senior and independent to provide challenge and advice to SLT, has close links with the Chief	No further action	

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	seniority to challenge decisions made at Senior Leadership Team.	information management			Executive and cabinet portfolio holder, meeting regularly to update on issues related to information management /governance and security concerns. The SIRO also reports to the Chief Officer for Resources who is a member of SLT.		
P4	**Information Governance Group** The Council should revise the Terms of Reference for the Information Governance Group to explicitly include the task of overall scrutiny of all the factors affecting the environment within which data and information reside.	Better oversight and coordination of information management	Yes	Yes	At its meeting In January 2018 the Information Governance Group will revise its Terms of Reference to reflect its role for overall scrutiny of all the factors affecting the environment within which data and information reside.	January 2018	Tracey Harry, Senior Information Risk Owner
P5	**PSN Accreditation** The Council should pursue PSN accreditation as a matter of urgency within the current financial year, bringing in external resources to achieve this if necessary.	Connection to important Government services	Yes	Yes	A significant and comprehensive security review has been undertaken in order to gain Public Sector Network (PSN) accreditation, however the most recent application has not been successful and PSN accreditation has still not been achieved. There are two elements that remain outstanding regarding PSN accreditation and the Council is working with partners to resolve these and will then resubmit for accreditation as soon as they are resolved.	Resubmit for accreditation once actions have been completed – May 2018	Tracey Harry, Senior Information Risk Owner