

**REDDITCH BOROUGH COUNCIL**

**EXECUTIVE  
COMMITTEE**

1st February 2011

**SHARED INFORMATION AND RECORDS MANAGEMENT STRATEGY**

Relevant Portfolio Holder	Bromsgrove – Councillor Del Booth Redditch – Councillor Michael Braley
Relevant Head of Service	Deb Poole – Head of Business Transformation
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 This document sets out an overarching framework for implementing Information and Records Management initiatives at both Bromsgrove District and Redditch Borough Councils.
- 1.2 The strategy gives a corporate approach to Information and Records Management to improve the quality, availability and effective use of information and records throughout the two authorities.
- 1.3 This will enable overall coordination of all information and records management and ensure alignment with the Councils' business strategies.

**2. RECOMMENDATIONS**

**The Executive Committee is asked to RECOMMEND that**

**the Information and Records Management Strategy attached at Appendix 1 to the report be approved.**

**3. BACKGROUND**

- 3.1 The Information and Records Management Strategy itself is based on a vision and set of information management principles developed and approved by the county wide and regional Information Management Network Groups.
- 3.2 This Strategy will be supported by additional documents such as action plans, guidance notes, flowcharts, and process and procedure documents. This will allow for continuous review and updating of discreet elements of the Strategy.

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## **4. KEY ISSUES**

For the Strategy to be successful:

- (a) There must be a strategic view of the way information is applied and used across both authorities. Information must be used effectively and technology may not be the only solution all options must be explored.
- (b) There must be a commitment to develop the right skills for all employees to manage information effectively.

## **5. FINANCIAL IMPLICATIONS**

There are no financial implications.

## **6. LEGAL IMPLICATIONS**

6.1 The following legislation governs the information that we process as a Local Authority:

- (a) The Data Protection Act.
- (b) Freedom of Information Act.
- (c) Environmental Information Regulations.
- (d) Reuse of Public Sector Information.

6.2 The legislation gives the person rights of access to information that we hold and sets timescales by which a response must be made. To ensure both authorities meet the timescales, information must be managed proactively.

6.3 Both authorities can only comply with these Acts if recorded information is properly stored and accessible. The Information Commissioner has issued a code of practice for public authorities in line with Section 46 of the Freedom of Information Act on the practice they should follow for keeping, managing and destroying records.

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**7. POLICY IMPLICATIONS**

The Shared Information and Records Management Strategy will constitute a new shared policy and needs full Council approval.

**8. COUNCIL OBJECTIVES**

- 8.1 This strategy links to Bromsgrove's Council Plan's Objective Two Improvement.
- 8.2 This strategy links to Redditch's Council Plan which identifies and explains what the Council will be doing to keep its own house in order, to ensure we continue to be a well managed organisation.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

Any risks associated with this strategy will be identified and included in the corporate risk registers.

**10. CUSTOMER IMPLICATIONS**

- 10.1 The aim of this Strategy is to help improve efficiency and effectiveness of Council Services through improved Information Management. These improvements include:
  - (a) Improve data quality.
  - (b) Information available at one point of access.
  - (c) Increased speed of access to information.
- 10.2 The Business Development Team will be working closely with all departments to ensure awareness and compliance with the Strategy.
- 10.3 The implementation of good Information Management will underpin service delivery and compliance to legislation that governs that service delivery.
- 10.4 Information Management Systems must enhance effectiveness, efficiency and the customer experience.

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**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

The Strategy will help both authorities to deliver equality of access to all information.

**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

Future pressures on departmental budgets will require improved use of information resources to support the delivery of efficiencies.

**13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

13.1 Implementing the Strategy's actions, including measuring paper recycling, less paper records and more electronic records, will help provide a more efficient service.

13.2 Confidential waste recycling credits will be allocated.

13.3 Better use of office accommodation.

13.4 More electronic records storage prevents unnecessary journeys by staff to access physical records.

**14. HUMAN RESOURCES IMPLICATIONS**

None

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

Information will be managed as a corporate resource to support the operations and decision making process and will be managed throughout its lifecycle to ensure its quality and integrity.

Where it is feasible, information will be captured and stored only once and reused as many times as is needed. It may be duplicated provided there is a single authoritative source and measures are in place to ensure consistency.

Information Management will be used to improve the capture and use of knowledge across the organisation.

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**16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF  
CRIME AND DISORDER ACT 1998**

None.

**17. HEALTH INEQUALITIES IMPLICATIONS**

None.

**18. LESSONS LEARNT**

Advice has been taken from our district partner organisations and other authorities where Information Management has been introduced, and lessons learnt from those implementations have been included in the formulation of this Strategy.

**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

None

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**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	
Chief Executive	
Executive Director (S151 Officer)	
Executive Director – Leisure, Environmental and Community Services	
Executive Director – Planning & Regeneration, Regulatory and Housing Services	
Director of Policy, Performance and Partnerships	
Head of Service	yes
Head of Resources	
Head of Legal, Equalities & Democratic Services	
Corporate Procurement Team	

**21. WARDS AFFECTED**

All Wards.

**22. APPENDICES**

Appendix 1 Shared Information and Records Management Strategy.

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**23. BACKGROUND PAPERS**

- (a) Local Government Act 1972
- (b) Data Protection Act 1998
- (c) Freedom of Information Act 2000
- (d) Re-use of Public Sector Information
- (e) Environmental Information Regulations
- (f) ISO 15489

**AUTHOR OF REPORT**

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