



Audit Committee Report

Report of: INTERIM EXECUTIVE DIRECTOR, RESOURCES
EUGENE WALKER

Date: 14th April 2016

Subject: UPDATE - INFORMATION COMMISSIONER'S
OFFICE (ICO) CONSENSUAL AUDIT

Author of Report: JOHN L CURTIS HEAD OF INFORMATION AND
KNOWLEDGE MANAGEMENT

Summary:

The paper attached is a follow –up report from the Information Commissioner's Office following a consensual audit they undertook in March 2015.

This consensual audit focused on freedom of information, subject access requests and data sharing mainly within Communities, and Children & Young People.

The attached paper outlines a review of progress made since the recommendations from the consensual audit.

This paper provides an update from a paper presented to the Audit committee on the 11th September 2015.

Recommendations:

To note the contents of the ICO Follow-up Audit report.

Background Papers:

ICO Follow-up data protection audit report (attached)

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
NO Cleared by:
Legal Implications
NO Cleared by:
Equality of Opportunity Implications
NO Cleared by:
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
N/A
Relevant Cabinet Portfolio Lead
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

UPDATE – INFORMATION COMMISSIONER’S OFFICE CONSENSUAL AUDIT

1.0 INTRODUCTION

- 1.1 Sheffield City Council is committed to meeting its statutory duties around how it handles, processes and deals with requests for information (personal and non-personal information). This has been demonstrated through revised and improved council wide processes around how we process and handle requests for Information, as well as providing staff training (e-learning), which is mandatory for all staff. Sheffield City Council has a legal responsibility as a Data Controller to ensure it meets its statutory duties.
- 1.2 Sheffield City Council has also acknowledged the value and importance of appropriate, safe and secure information sharing to support service delivery and change and has demonstrated this through its work and commitment to this area. This has recently included a council wide review of information sharing.
- 1.3 The Information Commissioners office (ICO) who act as the regulator for primarily the Data Protection and Freedom of Information Acts, wrote to the council to offer a free consensual Audit which took place in March 2015. A report was presented to the Audit Committee on 11th September 2015.
- 1.4 The report attached provides a follow up undertaken by the ICO which reviews progress made against the 69 recommendations from the ICO’s consensual audit.

2.0 SUMMARY

- 2.1 The ICO Consensual Audit reviewed three areas. These areas were Freedom of Information (FOI) and Subject Access Requests (SAR’s) as well as Information Sharing. Communities, and the Children’s and Young People portfolios, and Information and knowledge Management within Business Change and Information Solution, Resources were audited.
- 2.2 In total 69 recommendations were made by the ICO which ranged from areas such as providing training to staff, to updating policies and procedures.

3.0 MAIN BODY OF THE REPORT

- 3.1 The ICO Consensual Audit provided an opportunity to Sheffield City Council to assess how it fulfilled its responsibilities.

- 3.2 The initial recommendations from the ICO Consensual Audit were reviewed and all 69 recommendations were accepted or partially accepted. An action plan was developed and work progressed.
- 3.3 It should be noted that of the 69 recommendations, progress has been made in all 69 areas. Of the 19 freedom of information recommendations, 14 are completed with 5 partially complete. Subject access requests had 28 recommendations, and of those 19 are completed, with 9 partially completed. Information sharing had 22 recommendations of which 5 have been completed, and of those 17 are partially completed.
- 3.4 It should be noted that there is ongoing work to ensure that significant progress is made regarding those recommendations that are partially completed. Going forward more priority will be given to recommendations around Information sharing. Internal audit will monitor progress made against these partially completed recommendations
- 3.5 The ICO stated overall that they are pleased with the progress that has been made, in particular around the statutory areas of freedom of information and subject access requests. The ICO also outlined that the management response to the ICO consensual Audit confirms Sheffield City Council's commitment.
- 3.6 The ICO has outlined (within the report attached) areas which should be given priority. The ICO does not intend to review again progress made against those recommendations partially completed. Internal Audit will monitor progress made against these partially completed recommendations
- 3.7 There are no known financial implications at the time of writing this report.

4.0 RECOMMENDATIONS

- 4.1 To note the contents of this covering report and the follow-up report from the ICO.