

# Cabinet



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendations of the Overview and Scrutiny Committee: 7 March 2018 – West Suffolk Information Framework</b>	
<b>Report No:</b>	<b>CAB/SE/18/019</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	27 March 2018
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<b>Purpose of report:</b>	On 7 March 2018, the Overview and Scrutiny Committee considered Report No: <a href="#">OAS/SE/18/008</a> and <a href="#">Appendix A</a> , which asked Members to review the work of the Overview and Scrutiny Joint Task and Finish Groups work on a proposed West Suffolk Information Framework.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that, the draft West Suffolk Information Framework, attached as Appendix A to Report No: OAS/SE/18/008, be approved.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

<p><i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i></p>			
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>• See Report No: OAS/SE/18/008</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Report No: OAS/SE/18/008			
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		West Suffolk Strategic Plan 2018-2020 <a href="https://www.westsuffolk.gov.uk/Council/Policies%20Strategies%20and%20Plans/upload/StrategicFramework2018-20.pdf">https://www.westsuffolk.gov.uk/Council/Policies Strategies and Plans/upload/StrategicFramework2018-20.pdf</a>  Overview and Scrutiny Committee Report No: <a href="#">OAS/SE/18/008</a> and <a href="#">Appendix A</a>	
<b>Documents attached:</b>		None	

## **1. Key issues and reasons for recommendations**

### **1.1 Key Issues**

- 1.1.1 The Committee received Report No: OAS/SE/18/008, which sought input into the draft West Suffolk Information Framework (Appendix A) following the work of the Overview and Scrutiny Joint Task and Finish Group. The framework is a first for West Suffolk Councils', and represents a revised approach to data and the way we use it.
- 1.1.2 The Framework provides a high level summary of our current position, and proposes an approach that seeks to maximise our data assets through aligning data across West Suffolk Councils' and its partners to improve the services provided across the Councils.
- 1.1.3 The vision is to use information to its maximum potential in West Suffolk, in order to improve services and create better outcomes for our residents, customers, visitors, businesses, partners and communities.

Our key principles are:

- To understand our Data as an asset – improving our information asset management;
  - To improve the quality and security of our information assets;
  - To use data and intelligence to support decision-making;
  - To digitize our information systems that support service delivery;
  - To support integrated working between partners (providing 'joined up' information around the individual / resident / business);
  - To positively encourage Customer access and transactions – through a digital by design approach (whilst continuing to support our less able residents and service users);
  - To encouraging greater staff and councillor engagement with our information systems (through improved design);
  - To present our information effectively (in a way that supports 'transparency')
- 1.1.4 The aim of the Framework document is to provide councillors, staff, partners and interested members of the public with an overview of the Councils' direction of travel and its intent with regards to data and information, and is not therefore a delivery document. The content is therefore necessarily high-level and focused on principles and approaches, with the detail and business as usual activities being fleshed out in individual plans, strategies and service-specific business plans. It is also acknowledged that we will need to engage with our Parish Councils in some aspects of this work – recognising their importance in the process.
- 1.1.5 It is recognised that this is a significant project with significant benefits, and will take some time to realise – this Framework however is our first step on our journey. Knowing what data we have available across the region (and how reliable this is) will help shape more detailed next steps, and determine next decisions. This is therefore the start of a journey, with much more detail to come following a data audit and data mapping exercise. This, alongside key pilot projects will then allow us to identify priority areas that can deliver

real outcomes for next stage data sharing projects to focus on. This in turn will help (on a case by case basis) to identify any additional budget needed to achieve outcomes, with individual business cases to be reviewed by the ICT Programme Board).

- 1.1.6 The Committee noted that the document will be proof-read, formatted and designed, including the addition of photographs (where applicable), in advance of final publication.
- 1.1.7 The Committee considered the draft West Suffolk Information Framework document and questioned whether it will be compliant with regards to the General Data Protection Regulations, to which a response was provided.
- 1.1.8 The Overview and Scrutiny Committee has put forward a recommendation as set out on page one of this report.