

INFORMATION MANAGEMENT STRATEGY

1.0 EXECUTIVE SUMMARY

- 1.1 This report presents a proposed Information Management Strategy to set a direction and inform the development of a strategic framework for information management across the Council.
- 1.2 Policy & Resources Committee is asked to approve the draft strategy.

INFORMATION MANAGEMENT STRATEGY

2.0 INTRODUCTION

- 2.1 Improving the way in which the Council manages information has been identified as an important objective of the Council's Corporate Improvement Programme. An Information Management Strategy has been developed to set a direction and inform the development of a strategic framework for information management across the Council.

3.0 RECOMMENDATIONS

- 3.1 Policy & Resources Committee is asked to approve the attached draft Information Management Strategy for Argyll and Bute Council.

4.0 DETAIL

- 4.1 Information is essential for all of our employees, every day, and at all levels so that we can all do our jobs individually and collectively provide the services of the Council. It needs to be accurate, available and accessible. We need to be able to recognise its relevance and value.
- 4.2 The Council needs, within its regulatory obligations, to safely manage and secure the information created or managed, but it also needs to dispose of information that is no longer needed and holds little value to the Council. Moving forward, we must develop a culture that understands there is a balance between the costs of maintaining the information held, versus the value of that information to the Council and the services that it delivers.
- 4.3 A new Information Management Strategy has been created after extensive consultation with Departments and is attached for approval covering the period 2014-2018. It has been developed with input from Objective, who are specialist consultants in this area. It sets out an overview of information management, details how this can assist in meeting corporate objectives, outlines the benefits from having a strategy, the measurable outcomes expected, proposed governance through the ICT Steering Board and an associated action plan. The draft strategy is attached at Appendix 1 and is presented for approval.

5.0 CONCLUSIONS

- 5.1 This report proposes adoption of an Information Management Strategy for the Council with clearly defined outcomes and actions for implementation over the next four years.

6.0 IMPLICATIONS

- 6.1 Policy: A new Information Management Strategy is presented for comment and approval.
- 6.2 Financial: None at present. However it is expected that a Business Case for enabling technology will be developed following approval of the strategy which will require business case justification.
- 6.3 Legal: Enables compliance with relevant FOI, PRSA 2011, and Data Protection legislation.
- 6.4 HR: None.
- 6.5 Equalities: None.
- 6.6 Risk: Reduces risk of non-compliance with relevant legislation and reputational risk.
- 6.7 Customer Service: Improved Information Management will ultimately improve quality of service to Customers.

Appendices:

- 1 Draft Information Management Strategy 2014-2018

Douglas Hendry
Executive Director Customer Services
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Policy Lead: Councillor Dick Walsh

For further information please contact Judy Orr, Head of Customer and Support Services Tel 01586-555280 or Gerry Wilson, IT Infrastructure Services Manager, Tel 01436 658936