

From: Ben Watts, General Counsel

To: Policy and Resources Cabinet Committee, 19  
September 2023

Subject: Annual Information Governance Update

Status: Unrestricted

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## Recommendation

The Policy and Resources Cabinet Committee is asked to:

- a) **NOTE** the update and **AGREE** that an update paper be brought to the next meeting.
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### 1. Introduction

- a) At the last meeting of the Policy and Resources Cabinet Committee, an update was provided in relation to the current situation regarding Subject Access Requests and Freedom of Information Requests.
- b) Unfortunately, it was not possible to arrange the briefing ahead of this meeting and accordingly, Members are asked to NOTE this and AGREE that the promised update will now be presented to the November Committee meeting.
- c) The Member Briefing has been arranged for 2pm – 5pm on 12<sup>th</sup> October in person at Sessions House and an invite has been circulated. The briefing will provide further details on the FOI, SAR and Data Breach processes, a deep dive into the requests and responses in all areas and a demonstration of some of the improvements planned.
- d) At the time of publication, no such information has yet been received other than the issues raised at the July meeting in relation to complex cases and complaints, grievances and general requests which come through as or result in an FOI request. Members are therefore asked to provide any further areas of interest by no later than 4pm on 29 September 2023.
- e) At the November meeting, a further paper will be provided reflecting on the Briefing session and additionally including:
  - a) A new data set to support Member scrutiny on information governance across all directorates

- b Directorate IG Improvement Plans to set out the service by service approach to improving performance
- c Information on data breaches
- d Information on the changes Governance, Law and Democracy will be making to maximise compliance

## 2. Recommendations

The Policy and Resources Cabinet Committee is asked to:

- b) **NOTE** the update and **AGREE** that an update paper be brought to the next meeting.

## 3. Report Author and Relevant Director

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