

Corporate Governance Improvement Action Plan 2018-19

Appendix 1

Progress update for period 01-04-2018 to 30-09-2018

Key Improvement Area		Officer	Progress to date
1.	Equalities – roll-out of training, implementation, review and evaluation of the revised Impact Assessment Tool	CF	<ul style="list-style-type: none"> • Integrated Impact Assessment (IIA) tool has been developed and training delivered to relevant officers across the authority • Following feedback from Corporate Management Group re level of detail in the assessment tool, further work is to be undertaken to refine the tool • Training to be arranged for Corporate Management Group and Members • Report template to be revised to include reference to IIA and WCFG Act • First stage assessment tool and guidance developed and circulated to Corporate Directors and Heads of Service for use with budget proposals for 2019-2020
2.	General Data Protection Regulation (GDPR) – monitoring of arrangements	CG	<ul style="list-style-type: none"> • A set of documents have been developed to assist with the implementation of GDPR. This includes: <ul style="list-style-type: none"> ○ Practical Guide to GDPR - with the purpose of informing officers of the principles that must be borne in mind ○ Standard template documents - including sample Data Processing Agreements/Privacy Statements and Notices for sections to utilise when necessary • Training has been provided to officers in each

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		<p>directorate on how to assist in the preparation of these documents</p> <ul style="list-style-type: none">• General and Service Specific Privacy Statements have been uploaded to the Council's website for use. Similar documentation has also been provided to schools within the locality• Training programme for elected Members will take place in the Winter of 2018 through to early 2019• Officers are regularly providing advice to client departments on GDPR requirements and the need to consider data protection in all their areas of work to the extent that data protection is now factoring into all processes undertaken by the Council. Further work is required to continue with this rollout• GDPR Record Officers have been appointed in the ICT Section to work with sections of the Council to assist in ensuring GDPR compliance and to ensure that appropriate documentation is prepared and updated• Further work is required to ensure suitable training is provided to all staff on data protection matters and the need to be vigilant. The Head of Legal Services and Head of ICT will continue to develop a system that continues to put data protection central to all the Council's actions to ensure compliance with GDPR and corresponding legislation

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			<ul style="list-style-type: none">The GDPR requirements require notification of serious breaches to be made within 72 hours of discovery of the breach - work will be undertaken over the coming months to reconsider our current data breach reporting scheme to allow for opportunities for video conferencing to ensure that officers can meet the necessary reporting obligations
3.	Information Management – update the Information Strategy and bring forward for approval	SJ	The Information Strategy is currently under review in light of the change to the Council’s obligations introduced under the recent GDPR legislation. Once this exercise is complete the updated strategy will be forwarded to the Corporate Governance Group for ratification before being presented to Members for approval
4.	Code of Corporate Governance – review of assurances in place to fully comply with Core Principle A on Behaviours and Values	CF	<ul style="list-style-type: none">Work in this area has been delayed due to pressures of other work which have needed to take priorityResearch work will start later this year and reported back to the Corporate Governance Group in January 2019