

Corporate Information & Data Management Governance Board (CIDMGB)

Minutes

21st April 2009

3:00 p.m. – 4:00 p.m.

Room 3.15 P/H

Present:

Head of Information & Data Management (Chair)
 Governance & Data Quality Manager
 Process & Data Manager
 Systems Improvement Manager
 Internal Communications Officer
 Customer Services
 Head of Improvement, Innovation & Information
 Business Manager
 Improvement Manager

Apologies:

Interim Customer Services Director
 Knowledge Manager
 Calidcot Guardian
 Interim Head Client Management & Performance

	<u>Agenda Item</u>	<u>Action</u>
1.	Introductions D thanked all the members for attending and their efforts in getting the policy documents reviewed in time for submission to Corporate Board. Welcome to: Process & Data Manager; and Systems Improvement Manager	
2.	Minutes of last meeting – the minutes of the Inaugural meeting held on the 12th March 2009, were agreed	
3.	Priorities and Action Plan Elected member champion – Due to the Easter break Cllr David Scott has been unable to respond to champion Information & Data Management. An update will be provided at the next meeting. Policy documents which have been submitted for Corporate Board and Cabinet approval are: <ul style="list-style-type: none"> • Information Security Policy • Acceptable Use Policy • Data Quality Standards • Information & Data Handling Charter Implementation for the above documents if not called in is the 18 th May 2009.	

The board agreed to submit the following corporate IDM framework documents to the Cabinet meeting on the 2nd June 2009:

- Email Management Guidance
- Access Control & User Policy
- Corporate Data Quality Strategy + Appendix 1 – Action Plan
- Corporate Data Quality Policy

CIDMGB Members received and commented on the above documents in the previous distribution round following the inaugural meeting. Suggested changes have been incorporated where possible, where it has not been possible, discussions have taken place with specific CIDMGB Members concerned. These documents will be forwarded to all CIDMGB members by the close of business on Friday 24th April 2009, to allow a further 1-week consultation period, as agreed. Please forward changes to K by the close of business on Friday 1st May 2009, copying D in on your email. This will allow time to make any further changes that may be required to the documents before the deadline for submission of reports, which is the 7th May 2009. Please use track changes.

Consultation with Directors will run in parallel given the short timescales. The report and documents will be sent to Directors no later than Monday 27 April 2009. All CIDMGB members will be copied in on the email for information.

Timetable for response in order to meet the Cabinet deadline as listed:

Cabinet Forward Plan	13 th May 2009
Corporate Board	7 th May 2009
Cabinet Meeting	2 nd June 2009
Implementation Date if not called in	15 th June 2009

Data Quality Strategy

Discussion around the Data Quality Strategy. The strategy was formulated in consultation with partners, colleagues for across other local authorities, it is based on best practice and the Audit Commission recommendations resulting from the 2008 Data Quality KLOE.

Policy Development

It was felt that there might be step missing in the policy development process and perhaps we should consider a further level of consultation with DMT's?

Board agreed:

- CIDMGB structure (and responsibilities) chart. Approved by Corporate Board provides that approval process.
- Directors have committed to the implementation of the CIDMGB
- CIDMGB members are responsible for ensuring consultation on all Corporate IDM framework documents is carried out in their agreed areas of responsibility.
- This stage is about the approval and implementation of policies
- Policies will be reviewed annually and could be presented to DMT's at this stage.

Equality Impact Assessments (EIAs) were sent to W, these have subsequently been forwarded to A for consideration. K to provide an update to CIDMGB

	<p>members on receipt of feedback from A D asked if the board are happy with the communication process in respect of the policy documents. All agreed ok.</p> <p>P suggested a Forward Plan of policies be developed and policy approval timetable to enable them to window in appropriate time to review the documents. D and K will progress this.</p> <p>The Board agreed to a two-week turnaround time to review all policy framework documents.</p> <p>D asked P for an electronic version of the Core HR policies flowchart Due to the volume of policy documents that will need cabinet approval, Tim asked if Cabinet could delegate approval to Corporate Board as they see fit. D explained that this would not be advisable as they would need Cabinet sign-off and cannot delegate back down to Corporate Board. The purpose of the CIDMGB structure is to enable the Council to demonstrate commitment to Corporate Information & Data Management at the very highest levels.</p> <p>To enable members to scan quickly through the action plan, it was requested that a brief description be added under each of policies listed in the action plan.</p> <p>A corporate IDM portal to be developed on intranet for this group. Interim solution could be to use the IDEA "Communities of Practice", which works well for Information Sharing Steering Group (ISSG).</p>	
4.	<p>Operations Group CIDMGB Members have been consulted on the draft Terms of Reference for the proposed CIDM Operations Group, members requested to see the document again. Document will be sent 22nd April 2009, deadline for response Friday 24th April 2009.</p> <p>Those departments identified in the draft TOR will be consulted with on the establishment of the operational board and their proposed involvement once the CIDMGB Members have provided their final feedback on the TOR. Feedback on this consultation process will be provided to the CIDMGB on completion of the exercise.</p>	
5.	<p>Government Connects Update P gave overview of progress. Policies and security are paramount. Scope of the project is only for Housing Benefit at the moment, Social Services may be in the 2nd phase and other Business Areas, but no phases have been developed as yet. Impact on service areas and exploring that with services. M and E should be notified.</p>	
6.	<p>Main Agenda Items 11th June 2009 (Room 3.11, 2.00pm – 4.00pm)</p> <ul style="list-style-type: none"> Developing Systems Matrix – Workshop <p>P to produce list of systems matrix (systems and owners) and to discuss with R how data is extracted, reported, how and when.</p>	
7.	<p>Date of the Next Meeting Thursday 21st May 2009 - 3.00pm – 4.00pm in room 3.15</p>	