



Committee: PERSONNEL COMMITTEE
Date: THURSDAY, 29TH OCTOBER 2015
Venue: LANCASTER TOWN HALL
Time: 10.00 A.M.

A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meeting held on Thursday, 1st October, 2015 (previously circulated).

3. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **Items of urgent business authorised by the Chairman**

5. **Exclusion of the Press and Public**

The Committee is recommended to pass the following recommendation in relation to the following item: -

"That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act."

Members are reminded that, whilst the following item has been marked as exempt, it is for the Committee itself to decide whether or not to consider each of them in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in

maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

6. **Restructure - Information Governance** (Pages 1 - 6)

Joint report of Chief Officer (Governance) and Chief Officer (Resources).

The report is exempt by virtue of paragraphs 1 and 3, of Schedule 12a of the Local Government Act 1972, whereas the appendix to the report is public.

7. **Appeal Against Dismissal**

Details of this item will be sent to Members of the Committee under separate cover.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Elizabeth Scott (Chairman), Lucy Atkinson (Vice-Chairman),
Caroline Jackson, Ronnie Kershaw, Jane Parkinson, Sylvia Rogerson and David Smith

(ii) Substitute Membership

Councillors Alan Biddulph, Andrew Gardiner, Tim Hamilton-Cox, Abi Mills,
Richard Newman-Thompson and Phillipa Williamson

(iii) Queries regarding this Agenda

Please contact Debbie Chambers, Democratic Services - telephone 01524 582057, or e-mail dchambers@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

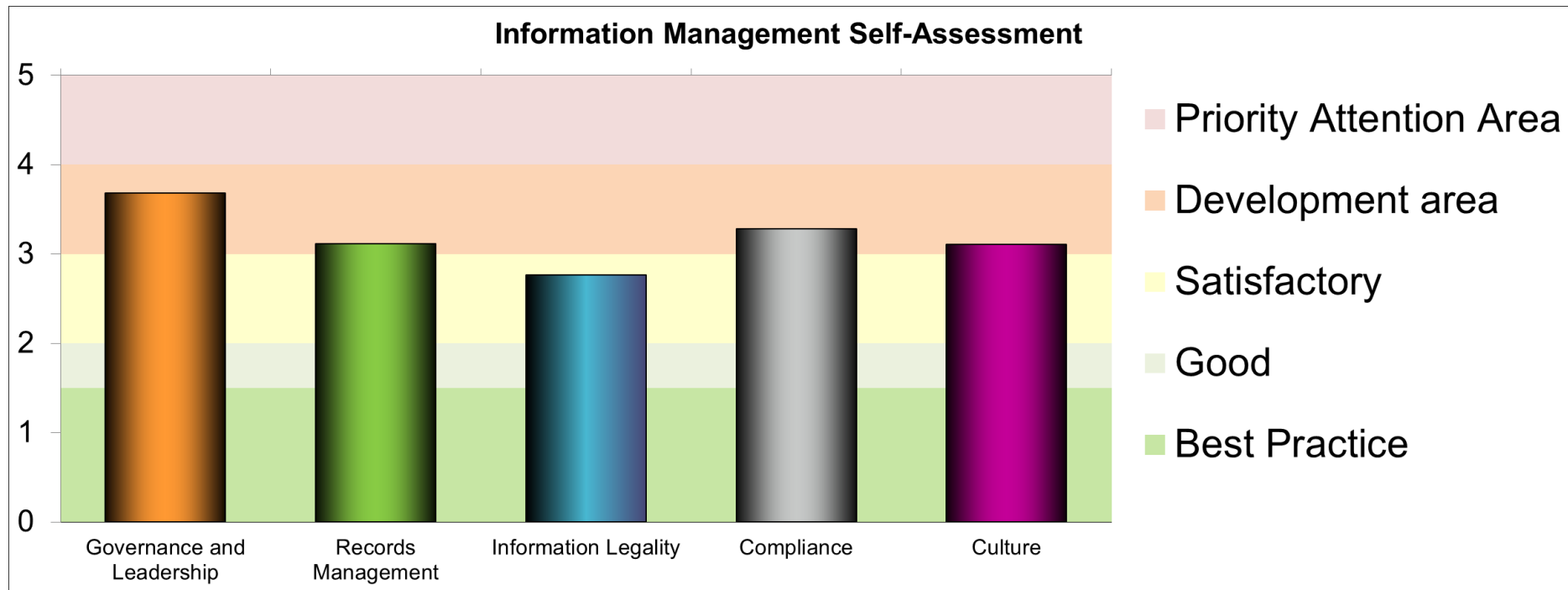
MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER LA1 1PJ

Published on Tuesday, 20th October 2015.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Result Chart - National Archive's Information Management Self-Assessment



Framework category	Mean score per section
1 Governance and Leadership	3.68
2 Records Management	3.11
3 Information Legality	2.77
4 Compliance	3.29
5 Culture	3.11

Information Management Self-Assessment – Headline Messages

1. 4 out of the 5 categories covered in the assessment are classed as 'development areas'.
2. With the objective of meeting at least a 'Good' standard in all areas, investment is particularly required in:
 - **Governance and leadership:**
 - Strategic management of 'Knowledge and Information Management' (KIM)
 - Management understanding of the importance of KIM
 - Full identification, registration and defined ownership of information assets
 - Understanding and management of the costs of KIM
 - Identification and assessment of risks to information management
 - **Records management:**
 - Full understanding of the information needs of the Council and of its users
 - Establishment and implementation of clear corporate standards
 - Raising standards regarding storage, access to, and the retention and disposal of information (on both digital and physical media)
 - Developing arrangements to ensure 'digital continuity' in line with business change policies and procedures
 - Quality control and verification processes
 - **Compliance:**
 - Creating clarity in roles and responsibilities for information management
 - Development of information management skills and understanding
 - Inclusion of information management considerations in change management programmes
 - Development of suitable training programmes
 - Comprehensive policies covering both digital and physical records
 - **Culture:**
 - Developing management and staff commitment to high standards of information management
 - Developing understanding of KIM procedures, tools and techniques
 - Identifying and taking advantage of information sharing opportunities.