



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority  
Human Resources Committee

# **INFORMATION GOVERNANCE MANAGER**

Report of the Chief Fire Officer

**Date:** 22 January 2016

**Purpose of Report:**

To seek Member support and recommendation to amend the permanent establishment with the creation of an Information Governance Manager post and the deletion of both the Performance Officer and Evaluation Officer.

## **CONTACT OFFICER**

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## **1. BACKGROUND**

- 1.1 The need for greater transparency by public bodies about the services they provide is increasing demand upon the Service in terms of the publication and provision of information.
- 1.2 In November 2014 the Policy and Strategy Committee paper 'Information Management and Compliance' provided Members with an overview of the measures in place for effective information management to assure transparency and compliance with statutory requirements.
- 1.3 The report highlighted the increased demand that compliance with relevant regulation, codes of practice and Acts of Parliament is having on the resources of Nottinghamshire Fire and Rescue Service (NFRS).
- 1.4 In September 2015 the Strategic Leadership Team (SLT) paper 'Information Management' detailed the information management governance structure and processes required to provide a framework for the efficient handling of records and information, risk management and compliance.
- 1.5 The paper also outlined the Service's approach to ensure that it continues to meet its Information Management and security responsibilities over the short, medium and long term. This included the appointment of an Information Governance Manager.

## **2. REPORT**

- 2.1 As a public body a range of statutory requirements around information management are placed upon the Authority:
  - Freedom of Information Act (2000);
  - Publications Scheme;
  - Regulation of Investigatory Powers Act (2000);
  - Data Protection Act (1998);
  - Transparency Code (2014);
  - Environmental Regulations Information (2004).
- 2.2 The Policy and Strategy Committee paper 'Information Management and Compliance' report highlighted the increased demand that compliance with relevant regulation, codes of practice and Acts of Parliament is having on the resources of NFRS. The report also identified that administration time involved in complying with the Acts and schemes is increasing and that there would be a need to build capacity to meet this demand.
- 2.3 A subsequent audit, carried out by Nottinghamshire County Council in March 2015 identified some areas for development around Information Management (IM).

- 2.4 It highlighted improvements that NFRS could make to ensure it had a universally understood system in place to maintain the integrity of policies and enforce an appropriate level of accountability for managing policies correctly.
- 2.5 It is proposed to create a new post of Information Governance Manager, who would be responsible for the purpose and manner in which data is collected, processed, stored, shared and dispensed with. They will support the Service and its staff to ensure compliance with the relevant statutory requirements and have day to day responsibility for the development of the Information Management system.
- 2.6 The proposed post has been through the job evaluation process and has been set at a Grade 6, it is proposed that two currently vacant posts within the team, Performance Officer and Evaluation officer are converted to fund this new post. By converting those two posts there will be a potential saving of £18,261.
- 2.7 The SLT has responsibility for the approval of changes to the information strategy relating to Freedom of Information and Data Protection policies, internal communications and records management. A report will be produced by the Senior Information Risk Owner (SIRO) on an annual basis to enable Members to monitor progress and performance on IM. The reporting route will be through the Policy and Strategy Committee.

### 3. FINANCIAL IMPLICATIONS

Costs including on costs as of 1 April 2016 (assuming 1% increase):

Post	Costs
Performance Officer	£24,706 (Grade 4)
Evaluation Officer	£29,104 (Grade 5)
<b>Total:</b>	£53,810
Information Governance Manager:	£35,549 (Grade 6)
<b>Potential Saving:</b>	£18,261

#### **4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS**

- 4.1 The two posts to be converted are currently vacant so no redundancy or redeployment is proposed.
- 4.2 Some training and development would be required for the new post holder. Much of this would be “on the job” training but there may be a requirement for some external training. This has been considered as part of the budget planning process.

#### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken as this paper concerns a process rather than a policy

#### **6. CRIME AND DISORDER IMPLICATIONS**

There are no known crime and disorder implications arising directly from this report at this stage.

#### **7. LEGAL IMPLICATIONS**

There is a requirement to manage information in accordance with regulations and standards, including the Data Protection Act, Freedom of Information Act, Publications Scheme and Transparency Code.

#### **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1 Members will recognise that compliance with statutory legislation is essential. The management and publication of data is complex and will continue to attract interest as part of the desire to increase democratic accountability and public body transparency.
- 8.2 If the Service fails to adequately manage information gathering, storage and use it risks non-compliance with the legislation covering IM management and governance.

## **9. RECOMMENDATIONS**

It is recommended that Members make recommendation to the Fire Authority to:

- 9.1 To amend the permanent establishment and create the new post of Information Governance Manager; and
- 9.2 Delete the posts of Performance Officer and Evaluation Officer.

## **10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

John Buckley  
**CHIEF FIRE OFFICER**