

Cabinet Meeting

22 July 2015

Report title	Wolverhampton Overarching Information Sharing Protocol	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Paul Sweet Governance	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Kevin O'Keefe, Governance	
Originating service	Information Governance	
Accountable employee(s)	Anna Zollino-Biscotti	Information Governance Manager – Democracy Tel 01902 555166 Email anna.zollino-biscotti@wolverhampton.gov.uk
Report to be/has been considered by	Information Governance Board	26 March 2015

Recommendation(s) for action or decision:

Cabinet is recommended to:

Approve and endorse the revised Wolverhampton Overarching Information Sharing Protocol as part of the three-tier information sharing framework for the City.

1.0 Purpose

- 1.1 It is recognised that effective information sharing is required to enable organisations to improve client services, protect the public and respond to statutory requirements. It is also recognised that having clear guidelines to follow is an important factor in ensuring that information is shared in a secure and confidential manner and in accordance with the law.
- 1.2 The Wolverhampton Overarching Information Sharing Protocol supports inter-agency information sharing within Wolverhampton and has been in use since 2011. It comprises a set of rules that partners and organisations across the City are to comply with when sharing information to ensure that legislation is not breached and confidentiality is maintained. It does not impose any new obligations, however following a review of the document, it has been updated to reflect current legislation and best practice.
- 1.3 As one of the lead agencies it is important that the Council advocates the continued use of the protocol and supporting documents as part of the City-wide information sharing framework. Failure to do this may have a detrimental effect on future information sharing practices and will impact on key integration project across the city, such as the Better Care Fund, MASH and other multi-agency health and social care integration projects.
- 1.4 The Wolverhampton Overarching Information Sharing Protocol and City-wide information sharing framework is integral to the on-going work being developed through the Information Governance Work Programme; especially within the multi-agency environment, where the key driver for the next two years is to ensure that the framework is embedded and a clear and consistent approach to information sharing is being adopted.

2.0 Background

- 2.1 The Wolverhampton Overarching Information Sharing Protocol was launched in November 2011 as part of a City-wide campaign to raise awareness and improve information sharing between agencies across the City. The protocol is the pivotal Tier 1 document in the current three-tier Wolverhampton Information Sharing Framework and currently 12 agencies across the City have signed up to the protocol and framework.
- 2.2 The protocol has recently gone through its first review process since its original launch and has been updated to reflect current legislation and national guidance in relation to information sharing.
- 2.3 The Wolverhampton Overarching Information Sharing Protocol and supporting Tier two and Tier three agreement templates were endorsed by the Information Governance Board in March 2015, ready for submission to Cabinet for consideration.

3.0 Progress and next steps

- 3.1 The Wolverhampton Overarching Information Sharing Protocol and supporting document templates have been reviewed by partner agencies across the City through the Wolverhampton Information Sharing Group and are in the process of being signed off through each agency's governance framework.
- 3.2 If approval of the overarching protocol and supporting documents is obtained from Cabinet, it is anticipated that a communication plan will be developed and rolled out to raise awareness of the revised document and templates. This will form part of the work that the Wolverhampton Information Sharing Group will undertake, with each agency representative taking ownership of the rollout and communication for their organisation.

4.0 Financial implications

- 4.1 There are no financial implications associated with the recommendation in this report.
[GE/14072015/M]

5.0 Legal implications

- 5.1 There is no single source of law that regulates public sector information sharing, and as such the framework within which information sharing takes place is complex and overlapping. However, the Data Protection Act 1998, in most cases, is key to the use of personal information and links into most other legislation.
- 5.2 The Council has a legal duty under the Data Protection Act 1998 to appropriately manage and protect information assets. Principle 7 of the Data Protection Act 1998, states that an organisation must take the relevant technical and operational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 5.3 This protocol, and the Wolverhampton Information Sharing Framework that underpins it, outlines the necessary controls and standards that each agency must adhere to, in order to comply with the Act.
- 5.4 This protocol has been developed in accordance with the ICO Data Sharing Code of Practice.
https://ico.org.uk/media/about-the-ico/consultations/2069/data_sharing_code_of_practice.pdf

[TS/06072015/H]

6.0 Equalities implications

- 6.1 An initial equalities screening has been undertaken and no equality implications were identified, therefore a full equalities analysis is not required.

7.0 Environmental implications

7.1 There are no environmental implications identified.

8.0 Human resources implications

8.1 There are no human resource implications identified.

9.0 Corporate landlord implications

9.1 There are no corporate landlord implications identified.

10.0 Schedule of background papers

10.1 Wolverhampton Overarching Information Sharing Protocol Update. Report to the Information Governance Board on 26th March 2015.