

REPORT TO	ON
Standards Committee	21 September 2017



September 2017

TITLE	REPORT OF
Confidentiality Arrangements	Interim Monitoring Officer

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

1.1 This report updates members on developments relating to improving the council's confidentiality arrangements.

2. RECOMMENDATIONS

2.1 That Members note this report and note that a further update report will be brought to the meeting of the Committee on the 7 December 2017.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	X

4. BACKGROUND TO THE REPORT

4.1 At its February meeting Standards Committee agreed a work schedule for the year. For this particular meeting it was agreed that a report would be brought that would deal with the issue of how best the council should ensure the confidentiality of sensitive documents are maintained.

4.2 Members of course are fully aware of the background to these issues – most notably the leak of the Interim Wilkin Chapman report into Licensing.

4.3 To a large extent this report was anticipated by the report that was referred to Governance committee on the 28th of June. Nevertheless given that it was agreed that this Committee should receive a report on this topic it was considered necessary/desirable to bring a further report to this committee to advise of the current situation.

5. DETAILS

5.1 The Council's Interim Monitoring Officer instructed Weightmans Solicitors to carry out an investigation into the circumstances relating to the leaking of the confidential report.

5.2 There were a number of purposes to the investigation namely:

- What were the circumstances relating to the leak of the report?
- What lessons can be learnt for the organisation moving forward?
- To look into the allegation by a member of the public that her details had been leaked to the press.

5.3 In the concluding part of the report the solicitor who carried out the investigation advised six specific recommendations that needed to be addressed to ensure that the council has a robust framework in place for dealing with confidential and personal information. When Governance committee met on the 28th of June they agreed an Action Plan moving forward based on these six recommendations and one additional recommendation. Please see Action Plan at Appendix A that was agreed at Governance committee.

5.4 Some progress has been made against these actions but it is intended to report back to both Governance and Standards committee at their next meetings with a more in depth report about the actions that have been taken.

6. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

6.1 Comments of the Statutory Finance Officer

There are no financial implications arising directly from this report.

6.2 Comments of the Monitoring Officer

There are no specific legal implications arising from this update report which need bringing to members attention.

<p>Other implications:</p> <ul style="list-style-type: none"> ▶ Risk ▶ Equality & Diversity ▶ HR & Organisational Development ▶ Property & Asset Management ▶ ICT / Technology 	<p>The need to have adequate arrangements for the maintenance of confidentiality need hardly be overstated. Leaving aside issues of reputational damage there is a real risk that if confidential documents are leaked that a breach of Data protection legislation could ensue.</p> <p>There are no specific equality implications arising from this report</p> <p>There are no specific HR implications arising from this report</p> <p>There are no specific Property issues arising from this report</p> <p>Clearly IT need to be fully involved in delivering on the agreed Action Plan.</p>
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7. BACKGROUND DOCUMENTS (or there are no background papers to this report)

Appendix A – Action Plan

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