



## Audit Committee Report

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**Report of:** INTERIM EXECUTIVE DIRECTOR, RESOURCES  
EUGENE WALKER

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**Date:** 24 SEPTMEBER 2015

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**Subject:** INFORMATION COMMISSONER'S OFFICE (ICO)  
CONSENSUAL AUDIT

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**Author of Report:** JOHN L CURTIS HEAD OF INFORMATION AND  
KNOWLEDGE MANAGEMENT

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### Summary:

The paper attached outlines the recommendations following a consensual audit undertaken by the Information Commissioner's Office in March 2015.

This audit focused on Freedom of Information, Subject Access requests and Information Sharing mainly within Communities, and Children & Young People.

The attached paper outlines the recommendations from the consensual audit. An action plan is now in place to ensure that work is undertaken to address these recommendations.

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### Recommendations:

To note the contents of the ICO Executive Summary report attached.

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### Background Papers:

**EXECUTIVE SUMMARY ICO CONSENSUAL AUDIT**

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

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|---|
| <b>Financial Implications</b>   |
| NO Cleared by:  |
| <b>Legal Implications</b>   |
| NO Cleared by:  |
| <b>Equality of Opportunity Implications</b>                                     |
| NO Cleared by:  |
| <b>Tackling Health Inequalities Implications</b>                                |
| NO  |
| <b>Human rights Implications</b>  |
| NO:   |
| <b>Environmental and Sustainability implications</b>                            |
| NO  |
| <b>Economic impact</b>  |
| NO  |
| <b>Community safety implications</b>  |
| NO  |
| <b>Human resources implications</b>   |
| NO  |
| <b>Property implications</b>  |
| NO  |
| <b>Area(s) affected</b>   |
| N/A   |
| <b>Relevant Cabinet Portfolio Lead</b>  |
|   |
| <b>Relevant Scrutiny Committee if decision called in</b>                        |
| Not applicable  |
| <b>Is the item a matter which is reserved for approval by the City Council?</b> |
| NO  |
| <b>Press release</b>  |
| NO  |

## **INFORMATION COMMISSIONERS OFFICE (ICO) CONSENSUAL AUDIT**

### **1.0 INTRODUCTION**

- 1.1 Sheffield City Council is committed to meeting its statutory duties around how it handles, processes and deals with requests for information (personal and non-personal information). This has been demonstrated through revised and improved council wide processes around how we process and handle requests for Information. Sheffield City Council has a legal responsibility as a Data Controller to ensure it meets its statutory duties.
- 1.2 Sheffield City Council has also acknowledged the value and importance of appropriate, safe and secure information sharing to support service delivery and change and has demonstrated this through its work and commitment to this area.
- 1.3 The Information Commissioners office (ICO) who act as the regulator for primarily the Data Protection and Freedom of Information Acts, wrote to the council to offer a free consensual Audit. This offer which is commonly offered to Public Bodies was accepted and took place in March 2015. Further reference should be made to the Executive Summary attached.

### **2.0 SUMMARY**

- 2.1 The ICO Consensual Audit reviewed three areas. These areas were Freedom of Information (FOI) and Subject Access Requests as well as Information Sharing. Communities, and the Children's and Young People portfolios, and Information and knowledge Management within Business Change and Information Solution, Resources were audited.
- 2.2 The Executive Summary attached provides a summary of good practice identified, assessment score and areas for improvement. An action plan is in place to ensure that areas of improvement are addressed. This action plan is governed by the Information Governance Board.

### **3.0 MAIN BODY OF THE REPORT**

- 3.1 The ICO Consensual Audit which took place within March 2015 made a number of recommendations. These recommendations were based upon a series of interviews and documents (eg procedures) which the ICO auditor reviewed.
- 3.2 The initial recommendations from the ICO Consensual Audit were reviewed and all recommendations have been accepted or partially accepted. An action plan has been developed and work is ongoing.
- 3.3 It should be noted that two of the three areas (subject access and FOI) that were audited had from process perspective only recently been

reviewed with new council wide processes put into place.

3.4 There are no known financial implications at the time of writing this report.

#### **4.0 RECOMMENDATIONS**

4.1 To note the contents of this covering report and Executive Summary report from the ICO.

**Eugene Walker**  
**Interim Executive Director, Resources**