

## **CHILDRENS AND YOUNG PEOPLES BOARD – FRAMEWORK DOCUMENT**

**PORTFOLIO HOLDER:** Cllr. Norman Williams  
**LEAD OFFICER:** Martin Jepson – Head of Legal and Democratic Services  
**REPORT AUTHOR:** Martin Jepson – Head of Legal and Democratic Services

**Summary:** This report asks Members to confirm whether they approve of the overarching Framework Document for the Children and Young Peoples Board as prepared by Cumbria County Council.

<b>Recommendation:</b>	<b>Executive Recommend to Council:- Members approve the Framework Document for the Children and Young Peoples Board relating to Information Sharing as supplied by Cumbria County Council.</b>
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**Impact on delivering Corporate Plan objectives:** There are no specific policies within the Corporate Plan although one of the major aims of the Council is to improve the quality of life for its residents.

**Impact on other statutory objectives (e.g. crime & disorder, LA21):** The Framework Document will help in making public services more efficient.

**Financial and human resource implications:** None.

**Project & Risk Management:** N/A

### **Key Decision Status**

- **Financial:** No  
- **Ward:** No

**Other Ward Implications:** No

## **1. INTRODUCTION**

- 1.1 The relevant unit in the County Council has prepared an information sharing “toolkit” including an overarching framework document to the Children and Young Peoples Board (a statutory board set up through the County Council) with the intention that each partner organisation represented on the board (and this will include each District Council ) will be asked to sign up to a framework document. The objective is to enable information to be shared between the various stakeholders in the Safe Guarding Children’s Agenda, subject to any overriding statutory or other constraints which may apply to exchanging data.
- 1.2 This Council has now been asked to consider the Framework Document, which has been worked up in consultation with a range of bodies, including the Department for Constitutional Affairs and the Information Commissioner’s Office. We understand that the County Councils

unit involved envisages reporting back to a future meeting of the Young Peoples Board to seek confirmation from the various stakeholders that they are happy to sign up to the Framework Document. If so then subsequently there will be a signing event where each participating body (including this Council) formally signs up to the Framework Document.

## **2. CONTENTS OF FRAMEWORK DOCUMENT**

- 2.1 A copy of the Framework Document is attached to this Report.
- 2.2 The Framework Documents sets out the rules, values and principles of information sharing between organisation irrespective of their purpose. The document provides for a co-ordinated multi-agency response where a number of agencies are involved in providing support to service users. Information data sharing is to be seen as a necessary / reasonably ancillary requirement to the effective delivery of a policy or service.
- 2.3 The Framework Document provides for information sharing of three different categories of information
  - (a) statistical information
  - (b) de-personalised or anonymised information
  - (c) personal identifiable information

In order to process the third category of information it would be a requirement of the Framework document that all parties would meet the requirement of the Data Protection Act. Each organisation should identify a “designated person” with responsibility for ensuring that their organisation complies with legal and other appropriate requirements obligations and guidance in respect of information processing and sharing. In the Council’s case the Head of Legal and Democratic Services is the Data Protection Officer and it would appear sensible that he is also the designated person for the purposes of these arrangements. That person would also be responsible for internal governance arrangements, monitoring, training and other advice and assistance.

- 2.4 The document goes on to describe the values applicable to the information sharing – which effectively mirror the requirements of the Data Protection Act.
- 2.5 The document then goes on to describe a process for monitor and review including a review of instances of non-compliance.
- 2.6 The Framework Document must be read in conjunction with the other parts of the information sharing toolkit.
- 2.7 The Information Sharing Arrangements Agreement is a skeleton document which is intended for operational purposes and which will be fleshed out at a later stage. The Operational Instruction Agreement provides for a means of communicating to Managers and practitioners specific operational requirements arising from a linked information arrangement and is to be fleshed out later. The Privacy, Confidentiality and Consent Agreement will cover a range of processes and documentation which directly impacts upon a organisation’s “Service Users” and will include such things as “Privacy / Confidentiality Statements”, “Serve Processing Notices”, “Consent” and “Subject Access”. This will be fleshed out at a later date.

## **3. CONCLUSION**

- 3.1 The proposals put forward on behalf of the Children’s and Young Peoples Board are to enable a more effective means of providing services to service users where a number of agencies are

involved. As such the Information Sharing Agreement and Framework Document are to be welcomed. The proposals are in-line with the Data Protection Act procedures currently used by this Council. Regular training on Data Protection Issues takes place yearly for officers and it is anticipated that instructions relating to information sharing and protocols will be include in subsequent years' training. It is therefore recommended that the County Council be advised that this Council would be prepared to sign the Framework document referred to in this Report.

#### **List of Appendices: Framework Document**

**List of Background Documents: Letter from Carlisle City Council with attached Framework Document and other Documents.**

**List of Consultees: Chief Executive John Stanforth, Head of Finance and Business Development Sue Borwick, Keith Parker Head of Leisure and Environmental Services.**