

Report to: Policy & Performance Improvement Committee - 23 October 2023

Director Lead: Deborah Johnson, Director - Customer Services & Organisational Development

Lead Officer: Mark Randle, Transformation & Service Improvement Officer

Report Summary	
Report Title	Member Working Group - Information Sharing with Members
Purpose of Report	To provide an update to Policy & Performance Improvement Committee on the Member Working Group.
Recommendations	That the progress so far on the Working Group be noted.

1.0 Background

- 1.1 A Topic Request Form was submitted to the PPI Committee on 11 September 2023, titled '*What and how information relevant to their ward and residents can be shared with elected Councillors?*'
- 1.2 The Working Group will help to understand what type of information elected Councillors would find useful to help them be effective in their roles as ward Councillors. This review will consider what information can and cannot be shared with elected Councillors and what format that could take.
- 1.3 Councillor Kellas proposed the 'Topic Request' and it was seconded by Councillor Jackson. There had previously been a discussion on this topic at Full Council on 18 July 2023.
- 1.4 The request was unanimously agreed by the Committee and the following Councillors requested to be part of the Working Group:

Councillors:

J Kellas	Chair
R Jackson	Member
M Shakeshaft	Member
N Allen	Member
T Smith	Member

Councillor A Freeman requested to join the Working Group after the Committee meeting.

2.0 Proposal/Options Considered

2.1 The Working Group is still in the early stages, the Review Initiation Document (RID) has been completed and approved by Councillor Kellas and the Chair of the PPI Committee, Councillor Pringle.

2.2 The Objectives & Key Questions for the Working Group are:

- To understand what information Cllr's can lawfully be provided with considering GDPR.
- To discover what information would be needed and in which formats, to enable them to best serve their Wards?
- To understand how the handling of data may be different regarding individuals, businesses and Council business.
- To research and identify what information is already provided to Cllr's at NSDC and how this information compares to that provided to Cllr's in other Local Authorities?
- To identify what further information is available, in what format and how accessible and cost effective it is to obtain?

2.3 The scope of the Working group will include:

- Types of information that would be useful to members to be explored at the first meeting but is likely to include:
 - Schemes and initiatives happening in their ward (*further details required*)
 - Individual resident/customer information/casework (*yet to define what can and cannot be shared – part of this working group*)
 - Information relating to businesses and organisations within their ward (*yet to define*).
- Formats of information
 - Direct export from systems
 - Format and usefulness of the format
 - Security in distributing the information.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Review Initiation Document