Summary of Proposals arising from the Scrutiny Review of Data Sharing

Area of Interest	Proposal	Officer Resonsible/ Due Date
Governance of Data Sharing	A data sharing policy and supporting principles of operation are required to guide the organisation. Members of the Community Safety team and the Data Management team are key stakeholders in Data Sharing as are staff in Commands and partners. Stakeholder engagement is paramount when establishing the policy and principles of operation.	**Director, Service Delivery**
Action 1.1	The "Management of Information" Standing Order and training to be completed by the end of June 2017.	**Jason Danbury 30.06.17.**
Action 1.2	Need to review if 2.3 in the Standing Order above is sufficient to cover Data Sharing?	**Jason Danbury 30.05.17.**
	25.05.17. Update – Complete and Standing Order is sufficient. Also, additional supporting guidance and training being made available in the next few weeks to ensure all employees are aware of their responsibilities.	
Central Governance of Data Sharing	A strategic decision should be made as to the structure and system requirements to enable for the effective governance of data sharing. Following this a complete audit throughout the organisation needs to be undertaken to determine the amount, type and purpose of the data that is being shared internally and externally. The audit would in addition need to determine the data sharing agreements that are currently in place.	**Director, Service Delivery**

Action 2.1	A decision is required to decide where the responsibility for Data Sharing sits, is it with Data Management?	**Jason Danbury 30.05.17.**
	25.05.17. Update – The responsibility for governance around data sharing is held within Data Management who will maintain a register of data sharing protocols. This will include the processes, procedures and the frameworks. Additional actions have been built into processes to review and audit adherence with data sharing protocols.	
Action 2.2	An Audit to be carried out to determine the amount, type & purpose of data currently being shared. GT to obtain support for this task from Administration, to work within Data Management.	**Gary Taylor/ Jason Danbury 30.06.17.**
	30.06.17. Update – The audit has been completed but the response has not been good so there is follow up work taking place by escalating the results to Middle Managers.	
Action 2.3	A further Audit to be carried out to establish if the "Management of Information" Standing Order is being followed, to take place six months after its launch.	**Jason Danbury 28.02.18.**
Data Sharing Agreements	A review of the template for the WMFS Data Sharing agreement needs to take place with a view to it being simplified.	**Director, Service Delivery**
Action 3.1	The template to be reviewed by Data Management and updated as required.	**Jason Danbury 30.06.17.**
	30.06.17. Update – The new template has been created and has gone live across the organisation and guidance and awareness is scheduled to be issued by Corporate Communications week commencing 10 July. All guidance has been prepared using Office 365 Sway functionality and on advice of Corporate	

	Communications they are releasing a new subject daily so that employees receive input in bite size chunks.	
Data being shared between WMFS and other agencies	WMFS should identify a suitable approach for effectively managing and controlling data that is shared with partners. As part of this the role and responsibilities in respect of managing shared data should be determined.	**Director, Service Delivery**
Action 4.1	This will be addressed through Action 2.1	**Not Applicable**
Notable Good Practice	In developing the approach to data sharing, consideration to best practice should be considered and adopted if it is regarded to be appropriate to WMFS.	**Director, Service Delivery**
Action 5.1	Best Practice of Data Sharing to be considered when 2.1 is actioned.	**Jason Danbury 30.06.17.**