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NOTICE OF MEETING

Meeting	Policy and Resources Select Committee
Date and Time	Thursday, 1st November, 2018 at 10.00 am
Place	Wellington Room, Elizabeth II Court South, The Castle, Winchester
Enquiries to	members.services@hants.gov.uk

John Coughlan CBE
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Non-Pecuniary interest in a matter being considered at the meeting should consider whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 10)

To confirm the minutes of the previous meeting

4. DEPUTATIONS

To receive any deputations notified under Standing Order 12.

5. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

6. ANNUAL CRIME AND DISORDER SCRUTINY: COMMUNITY SAFETY UPDATE (Pages 11 - 20)

To receive a report providing an update on Community Safety, and a presentation from the Willow team relating to the strategic priority of serious and organised crime and child exploitation and the County-wide collaborative arrangements responding to this priority risk.

7. LOCAL ENTERPRISE PARTNERSHIPS

To receive a presentation from the Director of Economy Transport & Environment providing an introduction to the Hampshire Local Enterprise Partnerships (LEPs).

8. HAMPSHIRE 2050 COMMISSION UPDATE

To receive an update from the Director of Economy Transport & Environment regarding the Hampshire 2050 Commission.

9. UPDATE: GENERAL DATA PROTECTION REGULATIONS COMPLIANCE (Pages 21 - 28)

To receive an update from the Director of Transformation and Governance regarding Hampshire County Council's compliance with the General Data Protection Regulations that came into force in May 2018.

10. REGISTRATION SERVICE

To receive a presentation providing an overview of the registration service and the future impacts of legislation.

11. WORKING GROUP PROPOSALS

To consider proposals to establish task & finish groups or working groups by other Select Committees.

12. WORK PROGRAMME (Pages 29 - 36)

To consider the forward work programme for this Select Committee.

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact members.services@hants.gov.uk for assistance.

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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Agenda Item 3

AT A MEETING of the Policy and Resources Select Committee of HAMPSHIRE
COUNTY COUNCIL held at The Castle, Winchester on
Wednesday, 13th June, 2018

Chairman:
p Councillor Jonathan Glen

Vice Chairman:
p Councillor Keith Evans

a Councillor Adam Carew
a Councillor Roz Chadd
a Councillor Adrian Collett
a Councillor Judith Grajewski
p Councillor Roger Huxstep
p Councillor Peter Latham

a Councillor Anna McNair Scott
p Councillor Russell Oppenheimer
p Councillor Jackie Porter
p Councillor Bruce Tennent
p Councillor Michael Westbrook
a Councillor Bill Withers Lt Col (Retd)

Also present with the agreement of the Chairman: Councillor Stephen Reid,
Executive Member for Education, Skills, Human Resources and Performance

45. **APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Roz Chadd. The Conservative Substitute Cllr Chris Carter attended in her place. Apologies were also noted from Cllr Anna McNair Scott. The second Conservative Substitute Cllr Andrew Gibson attended in her place. Apologies were also noted from Cllr Adrian Collett. The Liberal Democrat Substitute Cllr Mike Thornton attended in his place. Apologies were also received from Cllr Judith Grajewski and Cllr Bill Withers.

46. **DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

47. **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were reviewed and agreed, subject to the addition of a's against Cllr House and Cllr Tennent in the attendance list to indicate their absence.

48. **DEPUTATIONS**

No deputations were received at this meeting.

49. **CHAIRMAN'S ANNOUNCEMENTS**

Welcome

The Chairman welcomed Members who had been appointed to the Committee since the last meeting:-

- Cllr Russell Oppenheimer (Chairman of Economy Transport & Environment Select Committee, replacing Cllr Floss Mitchell)
- Cllr Jackie Porter (replacing Cllr Keith House)
- Cllr Bill Withers (replacing Cllr Edward Heron)
- Cllr Roz Chadd (Chairman of Children & Young People Select Committee, replacing Cllr Ray Bolton)
- Cllr Andrew Gibson (second Conservative Substitute)
- Cllr Wayne Irish (second Liberal Democrat Substitute)

Select Committee remits

The Chairman informed Members that a report was going to the Cabinet meeting the following week setting out the Executive Portfolios following the Cabinet changes announced by the Leader at the AGM. Some small tweaks were being proposed to the remit of the Select Committees to reflect the Executive Portfolio changes. The Select Committee remit changes would then be put forward by Cabinet to full Council for approval (therefore would not take effect until agreed by full Council).

Proposed Select Committee remit changes:

- 'Skills' added to Policy & Resources Select Committee remit
- 'Rural Affairs' removed from Policy & Resources Select Committee remit
- 'Rural Hampshire' added to Culture & Communities Select Committee remit
- 'Countryside and rights of way' added to Culture & Communities Select Committee remit

50. **END OF YEAR FINANCIAL REPORT 2017/18**

The Select Committee received a report and supporting presentation from the Director of Corporate Resources – Corporate Services, providing a summary of the 2017/18 final accounts (see Item 6 in the Minute Book).

It was reported that there had been a £25m underspend for the 2017/18 financial year, and any savings made by a department would be allocated to their cost of change reserve. Remaining funds would be allocated to corporate reserves and some put towards pot hole repairs following the severe winter weather.

The position for reserves and investments at the end of the financial year was summarised. Members asked questions for clarification and discussed the financial position. Following the debate, the following recommendation was proposed and agreed:

RECOMMENDED:

That the Policy and Resources Select Committee supports the recommendations to Cabinet set out in section 1 of the 2017/18 End of Year Financial Report.

51. **MEDIUM TERM FINANCIAL STRATEGY**

The Select Committee received a report and supporting presentation from the Director of Corporate Resources – Corporate Services, providing a summary of the latest Medium Term Financial Strategy (see Item 7 in the Minute Book).

Members heard that the current grant settlement covered up to 2019/20 and it was not clear at this point what funding from central government the County Council would receive beyond that point. A national ‘fair funding’ review was underway as well as possible changes relating to business rates retention.

The assumptions being used in the Medium Term Financial Strategy (MTFS) were described. It was discussed that demand increases now had a bigger impact on the budget position than changes in central government grant. It was noted that the MTFS assumed the planned T19 savings would be met, albeit in some cases the timescale for delivering them had been extended, with funding from reserves already accounted for to bridge the gap.

Worst case and mid case scenarios of the financial position had been modelled, and based on the mid case scenario a budget gap of £80m was expected by 2021/22. Opportunities to make savings to meet this gap would start to be explored for consideration in Spring 2019, with decisions due in October 2019.

Members asked questions for clarification and discussed the medium term financial position. Members queried whether the Council had the capacity to undertake the changes needed to secure savings, and it was responded that funding was being provided for in house Transformation Practice roles to support the organisation through the changes.

It was noted that the MTFS continued the strategy of applying the same % reduction across all departments, which equated to a 13% reduction for each department for the Transformation to 2021 programme.

It was noted that enabling technology was being deployed such as mobile devices for social workers to make their contact time more efficient, and introducing robotic process automation to make efficiencies in repetitive tasks.

It was noted that the Council was lobbying the government about the financial position, as due to the demand pressures, even without any grant reduction and an increase in council tax by 5% there would still be a £30m gap. The Executive Member for Education and Skills, Human Resources and Performance gave assurance that these issues were raised regularly with the All Party Parliamentary Group of Hampshire MPs.

Members discussed that demand pressures in children's social care was an increasing issue, with the Local Government Association predicting a £2 billion shortfall in this area by 2021. It was expected that central government would provide some support to council's to respond to this pressure. Members were reassured that overall Hampshire County Council remained in a strong financial position.

RESOLVED:

The Select Committee note the content of the Medium Term Financial Strategy report.

52. **SERVING HAMPSHIRE - 2017/18 PERFORMANCE REPORT**

The Select Committee considered a report of the Chief Executive and Head of Law and Governance providing a summary of the performance of the County Council over the 2017/18 financial year (see Item 8 in the Minute Book).

Members heard that the overall performance of the council was rated 'Good'. Two thirds of the targets set by departments had been met, and where targets had not been met improvement plans were in place.

One of the areas of performance risk was Delayed Transfers of Care. It was noted that the Council was receiving support from Newton Europe via the LGA to address this issue. Other risk areas were pressures on secondary school places, securing a new IT system for children's social care and the increased number of defects on the highway network following the cold weather in the winter.

Members also heard that fewer complaints had been made to the Local Government Ombudsman about Hampshire than for comparator authorities and fewer faults had been found in cases investigated.

Members asked questions for clarification and discussed the performance report. Members commented on the Smart Motorway Scheme being undertaken by Highways England, noting that this was recognised as a risk area. The County Council had put in place a team to engage with Highways England about this, to help manage the anticipated impact of traffic being diverted onto roads managed by the County Council.

RESOLVED:

The Select Committee note the County Council's performance for 2017/18.

53. **WORK PROGRAMME**

The Chairman presented the forthcoming work programme for the Policy and Resources Select Committee. The Chairman highlighted his intention to explore opportunities for scrutinising Local Enterprise Partnerships, to contribute to the accountability of these bodies that are publicly funded.

RESOLVED:

The Work Programme be agreed, subject to any amendments made at this meeting.

Chairman,

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HAMPSHIRE COUNTY COUNCIL

Report

Committee/Panel:	Policy and Resources Select Committee
Date:	1 November 2018
Title:	Community Safety
Report From:	Director of Adults' Health and Care

Contact name: Sue Lee, Strategic Partnerships Manager

Tel: 07551152760

Email: susan.lee@hants.gov.uk

1. Recommendations

That the Select Committee:

- 1.1 Note the establishment of the Hampshire County Strategy Group for Community Safety.
- 1.2 Note the current work programme of the County Strategy Group for Community Safety.
- 1.3 Note the work undertaken to develop the Strategic Assessment of Community Safety and the establishment of strategic priorities for partnership working.

2. Executive Summary

- 2.1 The Hampshire County Strategy Group for Community Safety (CSG) forms part of the statutory governance arrangements relating to the community safety responsibilities of the County Council and its partners. Chaired by the Director of Adults' Health and Care, the CSG has established a programme of work addressing key responsibilities contained in the Crime and Disorder Act 1998. This includes the completion of a multi-agency Strategic Assessment of community safety and the publication of a County Agreement for community safety.
- 2.2 The purpose of this paper is to outline the current position regarding the CSG and its progress in delivering its statutory functions. The position will be reported to Cabinet on 10th December 2018.
- 2.3 The Select Committee is the designated Community Safety scrutiny committee under the Police and Justice Act 2006. This provides the Select Committee with the power to scrutinise the partnership activity at the County level whilst activity at the district level is scrutinised by the respective designated scrutiny committees of each district and borough council.

3. Contextual information

- 3.1 Established under the Crime and Disorder Act 1998, the purpose of the CSG is to provide strategic leadership across a range of community safety themes for work undertaken by partners who are also subject to responsibilities under the legislation.
- 3.2 The CSG is responsible for undertaking a Strategic Assessment of community safety for Hampshire (County Council area) and for developing a County Agreement. The purpose of the **Strategic Assessment** is to gather evidence upon which to agree strategic priorities relating to current and emerging risks, threats and vulnerabilities. This will be the basis for the preparation of the Hampshire **County Agreement** for Community Safety which sets out how partnership activity is co-ordinated at the county-level to address the strategic priorities. The County Agreement will complement strategies at the district level.

4. Work Programme

- 4.1 A work programme has been agreed by the CSG for 2018/19 which focuses on producing two key deliverables by March 2019. These are the **Strategic Assessment** and the **County Agreement**.
- 4.2 The outline work programme for the remainder of 2018-19 is as follows:
- October 2018: Consideration of the Strategic Assessment and agreement of methodology for preparing County Agreement
- January 2019: Consider draft County Agreement
- March 2019: Agreement of the final County Agreement

5. Hampshire Strategic Assessment for Community Safety

- 5.1 The scope and methodology for completion of the Strategic Assessment was agreed in July 2018. This contains a series of core questions based initially on crime and disorder outcomes but set in the context of wider community safety outcomes and vulnerabilities.
- 5.2 The assessment highlights emerging threats, risks, key drivers and vulnerabilities facing Hampshire. A first draft of the Strategic Assessment has now been prepared and considered by the CSG at its October meeting. The partnership agreed:
- that the preparation of the strategic assessment was sound and was generally well developed with a good strategic overview, structure and narrative, based on sound sources of evidence.
 - The draft had been developed with strong co-operation and contributions from partners and links to other related assessments eg the Joint Strategic Needs Assessment.
 - Future iterations of the assessment should link with the work being undertaken by the Constabulary on harm indices as well as a volume-based assessment of crime.

- The proposed priorities were relevant and cross cutting and provide the basis for engagement with key thematic partnerships to gain assurance and to identify enablers and priorities for improved collaboration.

5.3 Based on work undertaken on the Assessment to date, the CSG has identified the following strategic and cross cutting priorities for partners to consider across the range of collaborative activity to support community safety:

- The threat of serious organised crime especially related to the exploitation of children
- The Increase in vulnerability through Information and communications technology and media channels
- The interconnectedness and impact of mental health, substance misuse, domestic abuse and adverse childhood experiences
- The continuing threat of radical extremism
- The changing demographics of our communities and the importance of promoting inclusion and community cohesion
- The risks facing the capacity of voluntary support services for vulnerable people
- The importance of engaging all children in positive activities and building aspiration
- Alignment of scarce resources to focus on vulnerability and repeat victimisation

5.4 Next steps have been agreed to finalise the Strategic Assessment prior to this being shared with thematic partnerships. The thematic partnerships will be engaged to understand how the priorities will be addressed and what the opportunities are for improved collaboration.

6. Hampshire County Agreement for Community Safety

6.1 The County Agreement will set out the collaborative action between partners at the county level to address the strategic priorities. At its meeting in July the CSG considered approaches to preparing the County Agreement. This involves working with a wide range of partnerships across Hampshire which are concerned with thematic outcomes related to community safety including for example domestic abuse, substance misuse, hate crimes, safeguarding, child exploitation, and the prevention of violent extremism. An important element is to complement the partnership arrangements in each district and borough of Hampshire and, where appropriate to ensure wider collaborative arrangements including with neighbouring cities and supporting the Police and Plan for Hampshire and the Isle of Wight.

6.2 Through the CSG the following developments have been secured:

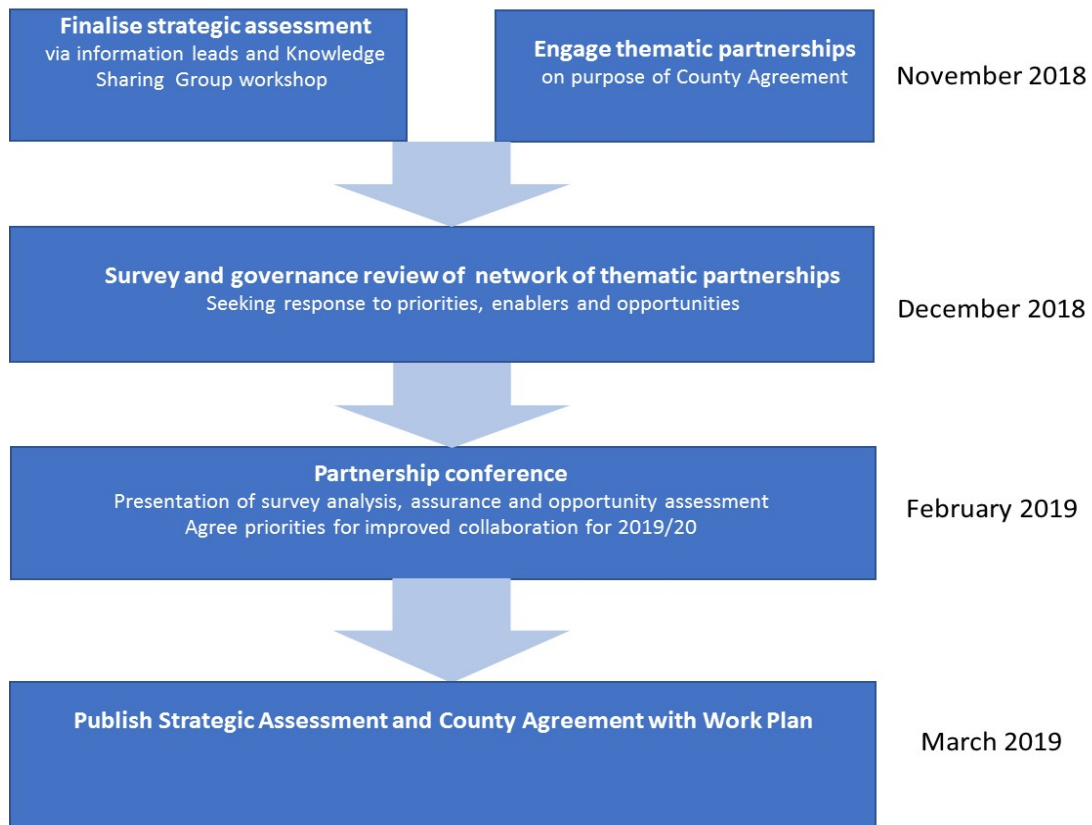
- a good common understanding between the partners on the purpose and value of the County Agreement and the role and value of the governance

role of the CSG. This included a very positive engagement from lead district/borough partners.

- a strong consensus that the exercise to develop the County Agreement could help realise significant benefits and make an impact on outcomes.
- a recognition that following a period of organic change within the partnership landscape and with fewer resources, there is significant value in reviewing how collaborative arrangements can address vulnerability, safety and support for victims.
- the direct engagement of senior leads from key thematic partnerships with further consideration to be given to ensure an effective link with the Local Criminal Justice Board.
- support from the Constabulary and its funded development programme with the Home Office to engage independent analysts in a governance review of partnerships.
- The need to support recent commitments by the Police and Crime Commissioner and the 4 local authority Executive Leaders collaboration on emerging threats relating to serious and violent crime.

6.3 Following the October meeting of the CSG the next steps for completing the Strategic Assessment and County Agreement are set out below. The aim is to create an Agreement which:

- sets out the collaborative arrangements in place at the County level
- provides assurance that priorities are being addressed
- a priority work plan for those matters which partners believe there is scope to achieve better outcomes through improved collaborative arrangements.



6.4 A copy of the County Agreement will be sent the Police and Crime Commissioner for Hampshire and the Isle of Wight.

7. Performance

7.1 Whilst there is no statutory accountability for performance to the CSG, the importance of evaluating the effectiveness of the co-ordination arrangements in addressing priorities and in agreeing any areas for development is reflected in the terms of reference. In preparing the County Agreement, the CSG will incorporate improvement and development measures to ensure that collaborative arrangements are “fit for purpose” in addressing the strategic priorities and improving community safety outcomes.

7.2 The Select Committee will receive a detailed presentation from the Willow team relating to the strategic priority of serious and organised crime and child exploitation and the County-wide collaborative arrangements responding to this priority risk.

8. Future Direction

8.1 The CSG will deliver its work through an annual programme of four core meetings per year supported by a range of multi-agency arrangements, agreed with all partners. These subsidiary groups and / or workshops which contribute to the deliver of the overall aims and priorities of the CSG will be scheduled and agreed by the CSG.

8.2 Regular updates and briefings will be provided to the Executive Member for Communities, Partnerships and External Affairs on the work of the CSG and progress on the priorities identified in this report.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	No
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	Yes
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

Other Significant Links

Direct links to specific legislation or Government Directives	
Crime and Disorder Act 1998, Section 17	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

None

IMPACT ASSESSMENTS:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;

Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;

Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;

Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

Equalities Impact Assessment:

This report does not propose any decision therefore an impact assessment has not been undertaken.

Impact on Crime and Disorder:

2.1 The County Strategy Group is part of the statutory governance arrangements relating to the community safety responsibilities of the County Council and its partners. The purpose is to promote the safety of Hampshire's communities by:

- Developing and sharing a strategic assessment of community safety for the county;
- Ensuring that there are appropriate and effective collaborative; arrangements in place at the county-level to address the key priorities;
- Providing strategic leadership in driving collaboration and improved outcomes for local communities;
- Having regard to arrangements at the local district and borough level; and

- Having regard to the Police and Crime Plan for Hampshire and the role of the Police and Crime Commissioner for Hampshire and the Isle of Wight.

Climate Change:

1.1. How does what is being proposed impact on our carbon footprint / energy consumption?

1.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

No impact has been identified

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HAMPSHIRE COUNTY COUNCIL

Report

Committee:	Policy and Resources Select Committee
Date:	1 November 2018
Title:	Implementation of General Data Protection Regulation (GDPR) and Data Protection Act 2018
Report From:	Director of Transformation and Governance – Corporate Services

Contact name: Peter Andrews – Head of Risk and Information Governance,

Tel: 01962 847309 **Email:** peter.andrews@hants.gov.uk

1. Recommendation

- 1.1. That the Committee notes the contents of this report and that the County Council has the appropriate management systems, processes and procedures in place to meet the statutory requirements of GDPR and the associated Data Protection Act 2018.

2. Executive Summary

- 2.1. The purpose of this paper is to outline the key issues for the County Council arising from the implementation of the new General Data Protection Regulation (GDPR) and associated legislation in May 2018 and the actions taken to ensure that the County Council has met those requirements.
- 2.2. During the build up to the implementation of the new legislative requirements, the County Council undertook a comprehensive review of any changes needed and operated robust project management and governance procedures to ensure that any required changes were implemented in a timely and proportionate way.
- 2.3. The overall position is satisfactory, with all actions completed. Ongoing improvements have been identified as a consequence of GDPR implementation and are being actioned as business as usual.
- 2.4. The County Council has the appropriate management systems, processes and procedures in place to meet the statutory requirements of GDPR and the associated Data Protection Act 2018.

3. Contextual information

- 3.1. The General Data Protection Regulation (GDPR) and a new Data Protection Act replaced the previous law on May 25 2018. The use of technology has changed significantly since the original 1998 Data Protection Act came into force and the purpose of the new Regulation was to bring privacy legislation up to date, reflecting a world where personal data is collected more widely, and the risk of misusing data has increased.

- 3.2. As the Information Commissioner stated during the build up to GDPR implementation, “many of the GDPR’s main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under GDPR.”
- 3.3. The County Council was in a good starting position following the audit and subsequent report in January 2016 undertaken by the ICO, where the County Council had been awarded “High Assurance” status. Recent internal audits of Records Management and Information Governance had confirmed that the County Council already had in place much of the appropriate data protection measures in advance of GDPR.
- 3.4. The concept in GDPR of “privacy by design” is integral to how the County Council delivers services and handle individuals’ data. The County Council’s Information Governance Strategy sets standards that are entirely consistent with the requirements of GDPR and commits the County Council to ensuring that information is:
- Held securely and confidentially
 - Obtained fairly and efficiently
 - Recorded accurately and reliably
 - Used effectively and ethically
 - Shared appropriately and lawfully.
- 3.5. Although the County Council started from a firm compliance base, the complexity of task undertaken across the organisation cannot be underestimated, not only because of the size and diversity of the personal information handled by the County Council, but also because much of the detailed guidance from the ICO was late in being produced; in fact the new Data Protection Act that contains much of the detailed requirements in English law was only passed by parliament days before GDPR implementation on 25 May.

4. Approach Taken

- 4.1. The County Council adopted the same framework for preparing for GDPR implementation as was successfully used to prepare for the ICO audit, with a clear project management approach and oversight from the Risk Management Board (RMB) and the oversight assistance of the Assistant Chief Executive and Chief Internal Auditor.
- 4.2. The RMB consists of Assistant and Deputy Directors from each department, who also undertake the role of Senior Information Risk Officer (SIRO) for each Department. They led and coordinated the work needed to bring the County Council to the necessary standard for GDPR, both collectively and for their respective Departments.
- 4.3. The frequency of RMB meetings was increased, with regular progress reports being received to the Board and the Corporate Management Team.
- 4.4. At an early stage the Information Law and Corporate Information Governance teams undertook a gap analysis to compare the County

Council's starting position against the requirements of the new legislation and a detailed corporate action plan was prepared.

4.5. In addition, Departments developed their own Departmental Delivery Plans to implement the changes that they needed to make, to compliment the corporate plan.

4.6. Departmental SIROs took the lead to identify and coordinate any changes to processes, systems and contracts affected by GDPR in their respective Departments.

4.7. In March 2018 the County Council's internal audit service, Southern Internal Audit Partnership, undertook a review of the preparations being made this provided assurance that the County Council was taking the appropriate steps to ensure that it complied with the requirements of GDPR, and endorsed the approach being taken.

5. Key Areas of Change

5.1. The County Council followed the ICO's 12 Recommended Steps approach to implementation of GDPR. The table attached to this report as Appendix 2 outlines the actions taken by the County Council in relation to those area.

6. Continuing steps

6.1. As with the introduction of any major legislation there is a period of refinement following the initial implementation, and this has been the case with the County Councils data protection arrangements. New guidance has been introduced and clarification received from the ICO and other bodies the County Council has made small changes to its documents as a consequence.

7. Conclusion

7.1. Following a comprehensive programme of preparation, the County Council has the appropriate management systems, processes and procedures in place to meet the statutory requirements of GDPR and the associated Data Protection Act 2018.

CORPORATE OR LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Other Significant Links

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

Section 100 D - Local Government Act 1972 - background documents	
<p>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</p>	
<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;

Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- 1.1.1. The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- 1.1.2. Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- 1.1.3. Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

As there are no proposed changes to the existing Policy a full Equalities Impact Assessment is not required, however potential impacts have been considered in the development of this report and no adverse impact has been identified.

Impact on Crime and Disorder:

The activities reported within this report have no effect on crime and disorder

Climate Change:

- 2.1.1. How does what is being proposed impact on our carbon footprint / energy consumption?

The activities reported within this report have no effect on climate change

- 2.1.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

The activities reported within this report have no effect on climate change.

12 Steps Recommended by the ICO	Actions Taken and Current Position
1. Awareness	GDPR training has been provided to all staff, through an e-learning training package and hard copy documents. In addition, a number of lunchtime learning and face to face training has been undertaken to individual teams across the County Council.
2. Information We Hold	A data-mapping exercise was undertaken based on a template provided by the ICO was undertaken. This identified the personal information that the County Council processes, along with the legal reasons for using that information.
3. Communicating privacy Information	The County Council already had a comprehensive suite of Privacy Notices that informed the public of the basis of that personal information was used. These notices were comprehensively reviewed and revised. The County Council holds a generic Privacy Notice that is published on its website. This outlines what personal information is used by the County Council and why. This supports local, more detailed Privacy Notices that are presented to the public when particular actions are undertaken, for example joining the library service or signing up to a newsletter. A separate Privacy Notice is in place that explains to staff the information the County Council processes as employer.
4. Individual's Rights	A number of additional rights were codified in GDPR, including the so called "right to be forgotten". The County Council introduced a number of processes to ensure that such requests are responded to in accordance with the requirements of the new legislation.
5. Subject Access Requests	Robust processes, with trained staff were already in place to facilitate citizen's requesting copies of the information held on them by the County Council. These were reviewed in light of shorter statutory timescales and the removal of the previous charging system.
6. Lawful Basis for Processing Personal Data	The County Council can only process personal information with a legal reason for such processing. The permitted legal reasons are outlined within GDPR. The legal reason will alter depending on the nature of the information being used, and the purpose for its use. The County Council has mapped where it processes personal information (in the Data Mapping exercise outlined above) and has identified the legal basis for processing that information across services provided by the County Council.

7. Consent	The GDPR introduced new requirements for the use and permissibility of using consent as a basis for processing personal information. In a number of cases this meant that asking for consent was no longer appropriate (as another legal basis for processing applied), in other areas, such as mailing lists, revised consent forms were produced, and new requests were sent to the relevant customers. However, this was undertaken in a proportionate way.
8. Children	The GDPR contains provisions intended to enhance the protection of children's personal data and to ensure that children are addressed in plain clear language that they can understand. A key part of the Action Plan undertaken by Children's Services involved reviewing the Privacy Notices used by Children's Services to take these changes into account.
9. Data Breaches	The GDPR introduced new stricter timescales for reporting serious data protection breaches to the ICO. The County Council has reviewed its data incident reporting and assessment process to streamline it and introduced a new assessment tool.
Page 27 10. Data Protection by Design and Data Protection Impact Assessments	The GDPR introduced the overarching principle that data protection should be designed into any processes or use of personal information. Before any new IT systems or contracts that collect and use personal information are put in place a mandatory Data Protection Impact Assessment is undertaken. This looks at the implications that could arise from the processing personal information and requires data protection risks to be identified and mitigated.
11. Data Protection Officer	The County Council appointed its Monitoring Officer to undertake the role of Data Protection Officer, she is supported by the Head of Risk and Information Governance as Deputy Data Protection Officer.
12. International	This is relevant where the County Council may have suppliers processing information on its behalf outside the EEA, for example cloud-based services. Projects are subject to a Data Protection Impact Assessment that identifies any risks associated with information being processed abroad. In addition, all IT projects that involve cloud based services are subject to a rigorous security evaluation process.

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HAMPSHIRE COUNTY COUNCIL

Report

Committee:	Policy & Resources Select Committee
Date:	1 November 2018
Title:	Work Programme
Report From:	Director of Transformation & Governance – Corporate Services

Contact name: Marie Mannveille, Scrutiny Officer

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1. Summary

- 1.1. The purpose of this item is to provide the work programme of future topics to be considered by this Select Committee.

2. Recommendation

That the Policy & Resources Select Committee approve the attached work programme.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	no
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	no
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

1.3. This is a forward plan of topics under consideration by the Select Committee, therefore this section is not applicable to this report. The Committee will request appropriate impact assessments to be undertaken should this be relevant for any topic that the Committee is reviewing.

2. Impact on Crime and Disorder:

2.1. This is a forward plan of topics under consideration by the Select Committee, therefore this section is not applicable to this report. The Committee will request appropriate impact assessments to be undertaken should this be relevant for any topic that the Committee is reviewing.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

This is a forward plan of topics under consideration by the Select Committee, therefore this section is not applicable to this report. The Committee will consider climate change when approaching topics that impact upon our carbon footprint / energy consumption.

WORK PROGRAMME – POLICY & RESOURCES SELECT COMMITTEE

Topic	Issue	Reason for inclusion	Status and Outcomes	1 Nov 2018	18 Jan 2019	7 March 2019	Summer 2019
Overview/Pre-Scrutiny - <i>To maintain an overview of Policy and Resources issues, and to consider proposed scrutiny topics for inclusion in the work programme.</i>							
Pre-scrutiny	Revenue and Capital Budget	To pre scrutinise the budget proposals for the Policy & Resources portfolio, prior to approval by the Executive Member.	Budget considered annually in January. (in recent years this committee has also received the budget setting item at the January meeting for additional context)		✓		
Overview	Performance	To monitor how performance is managed corporately, and consider the performance information to support identification of areas to focus scrutiny.	Members requested to consider the performance report annually. Last received June 2018, next update expected summer 2019.				✓
Overview	IT developments and issues (including Digital Strategy)	Monitoring contribution of IT to change programmes, major projects (e.g. rural broadband) and policy issues in relation to underpinning council services (e.g. disaster recovery plans)	Update has been considered annually. Last update received Jan 2018, next update due Jan 2019. At Sept 2017 meeting requested further detail on IT savings under T19 programme.		✓		

Topic	Issue	Reason for inclusion	Status and Outcomes	1 Nov 2018	18 Jan 2019	7 March 2019	Summer 2019
Overview	Budget Monitoring	<p>(a) Final Accounts considered at summer meeting, to see how the budget was managed for the year compared to plan.</p> <p>(b) Medium Term Financial Strategy – considered when appropriate to provide longer term financial context.</p> <p>(c) Planning for the 2019/20 budget gap</p>	<p>(a) Last considered June 2018</p> <p>(b) MTFS last considered June 2018.</p> <p>(c) ‘transformation to 2019’ update last received April 2018.</p>				(a)
Overview	Registration Service	To receive an overview of the Hampshire Registration Service.	Offered for November 2018 meeting	✓			

Topic	Issue	Reason for inclusion	Status and Outcomes	1 Nov 2018	18 Jan 2019	7 March 2019	Summer 2019
Overview	Scientific Services	To receive an overview of Hampshire Scientific Services	Offered for Jan 2019 meeting		✓		
Overview	General Data Protection Regulations	update on compliance by HCC (new regs came into force 25 May 2018)	Update due to Nov 2018 meeting	✓			
Overview	Local Enterprise Partnerships	Requested by Chairman summer 2018	To receive an introductory presentation Nov 2018, to consider focus for future scrutiny of this topic	✓			
Scrutiny Review - to scrutinise, in-depth, priority areas agreed by the Committee							
None at this time							

Topic	Issue	Reason for inclusion	Status and Outcomes	1 Nov 2018	18 Jan 2019	7 March 2019	Summer 2019
Real-time Scrutiny - to scrutinise light-touch items agreed by the Committee, through working groups or items at formal meetings.							
Consultation Policy	Whether improvements could be made to how the County Council engages with the public.	Members were aware of examples of consultations that had not been well received by the public, and wanted to review corporate guidance on consultations.	Working group reported to July 2014 meeting and recommended to Cabinet. Cabinet agreed new policy Feb 2015. Review of implementation April 2016. To retain for future update, timing tbc				
Crime & Disorder	Duty to review, scrutinise, and report on the decisions made, and actions taken by 'responsible authorities' under the Crime and Disorder Act.	This duty passed from the Safe & Healthy People Select Committee to this committee in May 2014	Introductory item on crime and disorder received at Oct 2014 meeting. Update on crime & disorder work (domestic abuse focus) received at Nov 2015 meeting. Update (with Prevent focus) Nov 2016 and short introduction from PCC. Supporting Troubled Families focus Nov 2017. Update due Nov 2018	✓			

Topic	Issue	Reason for inclusion	Status and Outcomes	1 Nov 2018	18 Jan 2019	7 March 2019	Summer 2019
Monitoring Scrutiny Outcomes - to examine responses to the Committee's reports or comments and check on subsequent progress.							
Collation of Annual Report of Select Committee activity	To support oversight of the scrutiny function, and the role of this committee to ensure scrutiny activity is having impact and being evaluated.	The constitution requires that this committee report to full Council annually providing a summary of the activity of the select committees	In recent years this has been prepared by financial year. Report for 17/18 approved at April meeting, submitted to Sept 2018 Council				

Other requests: Spring 2018 'Hampshire to 2050' Commission announced, Chairman request output comes to the Select Committee. Possible timing Summer 2019.