

MEMBER'S REFERRAL TO SIRO UNDER MEMBERS' INFORMATION MANAGEMENT POLICY.

Please send completed form to the SIRO (Senior Information Risk Owner) – John.hooton@barnet.gov.uk together with any relevant attachments.

See Appendix for Guidance Notes for why this information is required, how to complete this form and the process once you make a referral.

| | | |
|---|--|--|
| 1 | Name of Councillor: | |
| 2 | Councillor's email and telephone number | |
| 3 | Service holding information requested (Delivery Unit, Team and if possible named individual) | |
| 4 | Description of Information requested | |
| 5 | Councillor's reasons for requesting information (please be as specific as possible) | |
| 6 | Response provided by the Delivery Unit | |
| 7 | Reasons for the councillor's dissatisfaction with the response provided by the Delivery Unit | |

APPENDIX

MEMBER'S REFERRAL TO SIRO UNDER MEMBERS' INFORMATION MANAGEMENT POLICY

GUIDANCE NOTES

How to complete this form

Section 7 of the Members' Information Management policy sets out Members' rights of access to information and you may find this useful in completing this form.

2 *Councillor's email and telephone number.* Please provide your Barnet email address and your preferred telephone number.

3 *Service holding information requested* (Delivery Unit, Team and if possible named individual) Please complete this as fully as possible as the more detail given will make contacting the correct person more efficient and will ensure a speedier response to you.

4 *Description of Information requested.* Please be as specific as possible. If you have an email that was sent to the service please attach this.

5 *Councillor's reasons for requesting information (please be as specific as possible).* Please set out as fully as possible the reason for wishing to have this information, for example relating it to work of a committee upon which you sit, or case work you are involved in. If it involves personal information of third parties it would be helpful if you could provide their consent for you to see the information.

6 *Response provided by the Delivery Unit.* Please attach any emails if you have them, or if not please provide a précis of their response.

7 *Reasons for the councillor's dissatisfaction with the response provided by the Delivery Unit.* Please explain why you are dissatisfied with their response, in as much details as possible. Relating your reasons to the information you gave in 5 above would be very helpful.

Councillors should complete this form and send it, together with any relevant attachments to the SIRO – john.hooton@barnet.gov.uk

The SIRO

At Barnet the Chief Operating Officer (COO) is the Senior Information Risk Owner (SIRO). The SIRO has overall responsibility for managing information risk across the council and is the overall owner of the council's Information Asset Register. The SIRO is responsible for ensuring that all information risks are recorded and mitigated where applicable, and has overall responsibility for data protection and information governance within the council.

Right of access and the Members' Information Management Policy

Members have rights of access to information over and above those available to individuals or under Freedom of Information legislation, by virtue of their position as Members. However this is not an unfettered right of access. Details of Members' rights is set out in the Council's Members' Information Management Policy, approved in March 2015 by general Functions Committee. This policy is available here: <https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/information-management/information-management-policies/information-governance-policies.html>

Process to be followed. The policy, in section 7.1 ii sets out the process to be followed by a Member who has requested information from a service area but is dissatisfied with the response provided.

The policy states:

Should a Member be dissatisfied with the response they receive (for example if access to information is refused or partly refused), they may wish to resolve this informally with the relevant Head of Service. Alternatively they may contact the council's SIRO (Senior Information Risk Owner), who is the Deputy Chief Operating Officer. The SIRO is the council's information risk owner.

Appeal against a decision to not disclose non-committee information

Members should email or meet with the SIRO to explain what information they have requested, what the response has been, why they are dissatisfied and the reasons for wishing to access the information. The SIRO will investigate the matter, taking into account the representations made by the Member, and taking expert advice where required from relevant professionals (for example the Monitoring Officer or the Data Protection Officer etc.). The SIRO will decide whether the requested information can be provided to the Member, and whether any redactions should be made to enable more information to be provided. Decisions taken by the SIRO to not provide information to Members in accordance with this policy will be reported quarterly to the General Functions Committee for information.

Should the SIRO form the opinion that the Member concerned does not have the 'need to know' or 'for some other reason' then the SIRO must prepare a report for the Chief Executive who must investigate this further and notify the Member of his findings. Should the Member concerned disagree with the findings of the Chief Executive then they shall have the right to have their request re-heard by the General Functions Committee who will make the final decision.

Referral to SIRO

Once the SIRO has received the Member's form he will investigate the matter, taking into account the representations made by the Member and taking advice from relevant professionals where necessary.

The SIRO will complete the SIRO decision form (see below) and will provide a copy to the Member. Where a decision is made to release information in full the information will be provided as quickly as possible and electronically where possible. Where there needs to be conditions on what the Member can do with the information this will be explained to them (see the Members Information Management Policy section 8 for more details).

Where a decision is made to release information with redactions the reason for the redactions will be made clear.

Where a decision is made not to release the information, the SIRO will prepare a report for the Chief Executive. The exact form of report will be determined by the nature of the request, but will include a copy of the Member's referral form and accompanying information and the SIRO decision form together with any attachments.

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Referral to Chief Executive

SIRO DECISION FORM - MEMBER'S REFERRAL TO SIRO UNDER MEMBERS' INFORMATION MANAGEMENT POLICY

| | | |
|----|---|--|
| 8 | <p>Persons consulted by the SIRO and their advice as to whether the information requested may be released or not, together with any suggested conditions or redactions to permit more information to be released, if appropriate.</p> <p>(Please list officers consulted, their position eg Monitoring Officer, Data Protection Officer, Legal service etc, as well as a summary of their advice. Attach written advice to this form)</p> | |
| 9 | SIRO's view as to whether information should be released in full, released in a redacted form, or withheld. | |
| 10 | SIRO's reasoning | |
| 11 | SIRO signature (typed) and date of decision | |
| | | |
| 12 | Date report provided to the Chief Executive | |

APPENDIX – VIEWS OF OFFICERS CONSULTED

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GUIDANCE NOTES FOR SIRO

8 *Persons consulted by the SIRO and their advice as to whether the information requested may be released or not, together with any suggested conditions or redactions to permit more information to be released, if appropriate.*

The SIRO may need to consult with the Director or Head of Service or other colleagues in the delivery unit. An informal resolution is always encouraged. The SIRO may need to consult with specialist officers as required by the subject matter, these could include the Caldicott Guardian, the Data Protection Officer, the Monitoring Officer, Information Management Officers, lawyers at HBPL or others as required.

Provide the name and position of the person/s consulted and a summary of their advice together with their conclusion about releasing, withholding or partially releasing the information requested. Written advice should be attached to the form.

9 *SIRO's view as to whether information should be released in full, released in a redacted form, or withheld.* Please provide a concise view, but detailing any classes of redactions if applicable.

10 *SIRO's reasoning.* Please be as specific as possible, referring where necessary to the advice obtained in section 8.