

Response to Request for Information

Reference FOI 001651
Date 03 November 2017

CCTV and Freedom of Information Requests

Request:

We wish to receive the following information:

1. If you possess CCTV cameras, do you charge for copies of footage? If so, what is the charge? **£10.00**

2. The job title(s) of the person most involved in detailing with CCTV requests and a copy of their job description (including salary band)?
This falls under:
 - **Governance Assistant – Grade 4 (£17,772.00 - £20,138.00)**
 - **Information Governance Officer – Grade 6 (£27,668.00 - £31,601.00)****Job Descriptions attached.**

3. The job title(s) of the person most involved in detailing with FOI requests and a copy of their job description (including salary band)?
This falls under:
 - **Governance Assistant – Grade 4 (as above)**
 - **Information Governance Officer – Grade 6 (as above)**
 - **Senior Information Governance Officer – Grade 7 (£34,538.00 - £39,177.00)****Job Descriptions attached.**

[PROTECT]

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: Information Governance Assistant

Job Classification:

Service Group: Policy Team

Division: Office of the Chief Executive

Responsible to: Scrutiny and Transparency Manager

Grade: 4

Location: Civic Centre

Effective Date of Issue:

Job Purpose and Role:

The post holder will:

- Provide comprehensive administrative support to the delivery of the council's Information Governance framework to meet legislation and national best practice.
- Provide administrative support to the service area.

Principal Duties and Responsibilities:

1. Support the Information Governance team to log Information Governance requests.
2. Set up administrative systems to support the Information Governance team.
3. Set up training events for the Information Governance Team.
4. To undertake redaction of information as directed.
5. Undertake general administrative duties to support the Information Governance team, this will include but will not be limited to, photocopying, scanning and organising documents ready for collection.
6. To support the Council in meeting the open data and transparency agenda, through support to the development and maintenance of the Publication Scheme and Disclosure Log.
7. Support the receiving of, and attending to, visitors for the service area.

[PROTECT]

8. Provide cover for other administrators in the service area when required for diary management, emails and associated tasks.
9. Respond to telephone and email enquiries from within the council, outside agencies and members of the public and provide excellent customer service.
10. To provide assistance with the raising of orders, processing of invoices and other financial systems, assisting with the management of associated budgets.
11. To act in accordance with the Council's Constitution and other Codes of Conduct.
12. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
13. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
14. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
15. To participate in the wider development of the service and contribute to service improvement as required.
16. Wolverhampton City Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

[PROTECT]

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

POST DESIGNATION: **Information Governance Assistant**

JOB CLASSIFICATION:

<u>Job Purpose and Role</u>	The post holder will: <ul style="list-style-type: none">• Provide comprehensive administrative support to the delivery of the council's Information Governance framework to meet legislation and national best practice.• Provide administrative support to the service area.		
Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none">• A good standard of general education including numeracy and literacy skills	<ul style="list-style-type: none">• GCSE (or equivalent) passes in Maths and English at Grade C or above	<ul style="list-style-type: none">• Certificates• Application Form
Training	<ul style="list-style-type: none">• Able to undertake training which will assist the post holder in the performance of duties	<ul style="list-style-type: none">• Previous training in administration, office services• Microsoft Office• Previous training in redacting documents	<ul style="list-style-type: none">• Application Form• Interview• Certificates
Experience	<ul style="list-style-type: none">• Experience in an administrative support role in a busy, sensitive and high profile office environment• Practical experience and familiarity with Microsoft Office and other computer applications	<ul style="list-style-type: none">• Local Authority experience	<ul style="list-style-type: none">• Application Form• Interview

[PROTECT]

<p>Special Knowledge/Skills</p>	<ul style="list-style-type: none"> • Well developed communication skills, both face-to-face, telephone and electronic with a range of audiences • Must be able to deal effectively under pressure • Ability to prioritise workloads • Numerate and able to maintain clear and concise records • Meticulous and organised approach to detail 	<ul style="list-style-type: none"> • Understanding of relevant legislation including Freedom of Information and Data Protection • Experience of organising events and meetings, taking notes and action points • Ability to search documents, the internet and other sources to access information as required 	<ul style="list-style-type: none"> • Application Form • Interview
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Show initiative, flexibility, ability to work with minimum supervision and as part of a team • Organised, confident and disciplined approach to achieving set targets and meeting service objectives • Resourceful 	<ul style="list-style-type: none"> • Ability to improve own performance 	<ul style="list-style-type: none"> • Interview
<p>Interests and Motivation Relevant to job</p>	<ul style="list-style-type: none"> • Commitment to providing an excellent service 	<ul style="list-style-type: none"> • A general interest in all aspects of functions and services within a team 	<ul style="list-style-type: none"> • Interview
<p>Commitment</p>	<ul style="list-style-type: none"> • A positive 'can-do' approach • Commitment to equality and diversity 		<ul style="list-style-type: none"> • Application form • Interview

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation:	Information Governance Officer
Job Classification:	
Service Group:	Policy Team
Division:	Office of the Chief Executive
Responsible to:	Scrutiny and Transparency Manager
Grade:	6
Location:	Civic Centre
Effective Date of Issue:	

Job Purpose and Role:

The post holder will:

- Provide comprehensive support to enable the council to comply with the Council's Information Governance framework, in particular to support compliance with Freedom of Information legislation, the data protection regime and Environmental Information Regulations.

Principal Duties and Responsibilities:

1. Responsible for providing advice to the council in all aspects of Freedom of Information, Data Protection and Environmental Information Regulations ensuring a consistent and efficient approach. This will include, but not limited to, coordinating responses, applying exemptions and redaction.
2. To set up, maintain and develop systems to implement, document and maintain the agreed procedures for all requests for information and ensure that they are adhered to and complied with throughout the Council.
3. Effective co-ordination of requests for information, including the establishment and maintenance of comprehensive records, and the regular production of effective management information.
4. Support the development of privacy impact assessments.
5. Support the development of effective and robust information sharing protocols, ensuring an up to date register is maintained.

6. Support the investigation of information incidents.
7. Promote the compliance and benefits of all aspects of Information Governance including Information Security, Data Protection, Information Management, Environment Information and Freedom of Information to a wide range of audiences.
8. Contribute to the development and delivery of training and awareness of Freedom of Information, Environmental Information Regulations and Data Protection.
9. Contribute to the development of key plans, policy and strategy initiatives relating to the information governance framework.
10. Develop systems in order to create and maintain a schedule of Information Assets and Owners to ensure risk to information assets is managed appropriately.
11. To support the Council in meeting the open data and transparency agenda, through leading on the development of the Publication Scheme and the Disclosure Log.
12. To carry out research around emerging Information Governance areas and communicate this effectively.
13. Conduct information and awareness campaigns across the council and where appropriate the general public.
14. Keep abreast of developments in the information governance world nationally and up to date with the ICO guidance on good practice.
15. Develop effective working relationships with Elected Members and Officers of the Council.
16. Effectively manage relevant council projects as assigned, in keeping with the Council's agreed project management methodology.
17. To act in accordance with the Council's Constitution and other Codes of Conduct.
18. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
19. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
20. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
21. To participate in the wider development of the service and contribute to service improvement as required.

22. Wolverhampton City Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

POST DESIGNATION: **Information Governance Officer**

JOB CLASSIFICATION:

<u>Job Purpose and Role</u>	The post holder will:		
	<ul style="list-style-type: none"> • Provide comprehensive support to enable the council to comply with the Freedom of Information legislation and the data protection regime. 		
Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Degree level qualification or equivalent 	<ul style="list-style-type: none"> • Educated to Degree level or equivalent • Qualifications relating to Information Governance 	Application form Interview
Training	<ul style="list-style-type: none"> • Willing to undertake other training as necessary 		Application form Interview
Experience	<ul style="list-style-type: none"> • Knowledge and experience of Information Governance requirements within a local government environment • Experience in an information management / compliance / risk or assurance environment in a large organisation • Providing advice and guidance on the management of information • Experience of programme or project management and implementation. 	<ul style="list-style-type: none"> • Experience of using of Sharepoint/Infopath to effectively manage information 	Application form Interview

Special Knowledge/Skills	<ul style="list-style-type: none"> • Knowledge of the local government environment • Understanding of relevant legislation including Freedom of Information, Environmental Information Regulations Data Protection. 		Application form Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Accuracy and confidentiality in the information handled • Good interpersonal skills, particularly the ability to communicate technical subjects in plain English to staff and members of the public 		Application form Interview
Interests and Motivation Relevant to job	<ul style="list-style-type: none"> • Commitment to continuous professional development 		Application form Interview
Commitment	<ul style="list-style-type: none"> • A positive 'can-do' approach • Commitment to equality and diversity 		Application form Interview

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

Post Designation: Senior Information Governance Officer

Job Classification:

Service Group: Policy Team

Division: Office of the Chief Executive

Responsible to: Scrutiny and Transparency Manager

Grade: 7

Location: Civic Centre

Effective Date of Issue:

Job Purpose and Role:

The post holder will:

- Provide advice and guidance on the information governance framework, championing best practice and delivering on legislative requirements
- Provide strategic policy advice, development and evaluation regarding the openness, transparency and information governance agenda
- Champion best practice and deliver on legislative requirements in particular around Freedom of Information, Environmental Information Regulations, Data Protection and information security

Principal Duties and Responsibilities:

1. Lead to the development of key plans, policy and strategy initiatives relating to transparency, open data and the information governance agenda.
2. Responsible for providing advice on the appropriate procedures required to comply with the relevant legislation, including the Freedom of Information Act, Environmental Information Regulations and Data Protection Act. This will also include, but is not limited to, applying exemptions and redaction. This role will have specific responsibility for handling sensitive subject access requests relating to social care.
3. Effective co-ordination of requests for information, including the establishment and maintenance of comprehensive records, and the regular production of effective management information.

4. Effective co-ordination of, and learning from, information incidents.
5. Responsible for completing and owning information governance toolkits.
6. To set up and develop systems to implement, document and maintain the agreed procedures for inquiry handling and ensure that they are adhered to and complied with throughout the Council.
7. Lead on the implementation of information governance improvement initiatives and developments across the council, developing awareness of and encourage good practice in information governance.
8. Support the development of responses to consultations on information governance from central government and other external agencies.
9. Support service areas in the development of retention schedules.
10. Support the implementation of the information governance work programme.
11. Develop and implement the council's records management policy and data quality policy, ensuring that the council stores and disposes of information in an appropriate and managed way in line with retention schedules.
12. Responsible for ensuring the council effectively responds to the open data and transparency agenda, including the Transparency Code of Practice.
13. Responsible for maintaining and developing the Publication Scheme and Disclosure Log, including the analysis of requests for information to proactively provide information and data in a way that is meaningful and accessible to the public.
14. Make recommendations for the development and deployment of effective security and technical policies and procedures which adequately protect the Council's information and technology assets and to ensure compliance with all relevant legislation and delivery of Information Governance Agenda, including supporting the council in its obligations around the Public Sector Network agenda.
15. Develop the council's approach to effectively conducting privacy impact assessments.
16. Support the implementation the council's information management strategy.
17. Support the Senior Information Risk Owner and Caldicott Guardians in their Information Governance roles.
18. Lead the development of effective and robust information sharing protocols, ensuring an up to date register is maintained.
19. Develop and deliver bespoke training in information governance.
20. Contribute to the development and review of key plans, policy and strategy initiatives relating to the information governance framework.

21. Lead on the implementation of information governance improvement initiatives and developments across the council, developing awareness of and encourage good practice in information governance.
22. Keep abreast of developments in the information governance world nationally and up to date with the ICO guidance on good practice.
23. Write and present reports and recommendations.
24. Develop effective working relationships with Elected Members and Officers of the council.
25. Effectively manage relevant council projects as assigned, in keeping with the Council's agreed project management methodology.
26. To act in accordance with the Council's Constitution and other Codes of Conduct.
27. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
28. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
29. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
30. To participate in the wider development of the service and contribute to service improvement as required.
31. Wolverhampton City Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

WOLVERHAMPTON CITY COUNCIL
PERSONNEL SPECIFICATION

POST DESIGNATION: **Senior Information Governance Officer**

JOB CLASSIFICATION:

<u>Job Purpose and Role</u>		The post holder will:	
		<ul style="list-style-type: none"> • Provide advice and guidance on the information governance framework, championing best practice and delivering on legislative requirements. 	
Factors	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Degree level qualification or equivalent 	<ul style="list-style-type: none"> • Post graduate qualification in a relevant field • PRINCE2 qualification • Information Governance related qualification • Records management qualification 	Application form
Training	<ul style="list-style-type: none"> • Willing to undertake other training as necessary 		Application form Interview
Experience	<ul style="list-style-type: none"> • Experience of prioritising workloads and meeting deadlines • Experience of working with ICT security standards and methodologies • Experience of developing and delivering corporate policy • Effectively supporting an organisation to comply with statutory duties • Providing advice and guidance on Freedom of Information, Environmental Information Regulations and Data Protection 	<ul style="list-style-type: none"> • Experience of working in a political environment 	Application form Interview

	<p>issues</p> <ul style="list-style-type: none"> • Experience in an information management / compliance / risk or assurance environment in a large organisation • Experience of programme or project management and implementation. 		
Special Knowledge/Skills	<ul style="list-style-type: none"> • An excellent understanding of records management • An excellent understanding of the Information Governance agenda on public sector bodies and associated legislation. • An excellent understanding of information risk management procedures and best practice • An excellent understanding of transparency and open data requirements on public sector bodies 		Application form Interview
Personal Qualities	<ul style="list-style-type: none"> • Good analytical and interpersonal skills • Good negotiation, facilitation and influencing skills • Excellent verbal and written communication skills with a wider range of audiences 		Application form Interview

Interests and Motivation Relevant to job	<ul style="list-style-type: none"> • Continuous professional development through keeping up to date on local, regional and national issues affecting the public sector 		Application form Interview
Commitment	<ul style="list-style-type: none"> • A positive 'can-do' approach • Commitment to equality and diversity 		Application form Interview