

VALE of GLAMORGAN

Freedom of Information / Record Management Unit / Land Charges

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Tim Cousins
Service Plan	Resources
Date signed off	29th July 2013
Signed off by	Sian Davies, Director of Resources

Outcome 2	The Vale community benefits from the Council's transparent decision-making and good governance.
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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.
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Context for this objective:	Guidance from the Information Commissioner' Office (ICO) contains a minimum standard of 80% compliance in respect of processing Freedom of Information (FOI) requests within 20 working days.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/ A042	1. Consider staffing level / structure following departure of one former postholder.	Structure of section deemed to be appropriate to deal with existing / anticipated increased workload.	H	Jeff Wyatt / Tim Cousins	01/07/13	31/07/13	Within existing resources.	
	2. Report on monthly basis to Corporate	Baseline performance level established.	M	Tim Cousins	01/04/13	31/03/14	Within existing resources.	

	Management Team in respect of Council performance in relation to Freedom of Information (FOI) requests.	Improvement in compliance levels of meeting Information Commissioner's Officer's timescales for dealing with FOI requests.						
	3. Review existing interface between section and Directorates in terms of dealing with FOI requests and implement any changes deemed appropriate by Corporate Management Team.	Baseline performance level established. Improvement in compliance levels of meeting Information Commissioner's Officer's timescales for dealing with FOI requests.	M	Tim Cousins	01/09/13	31/12/13	An additional post will be created to assist with meeting FOI workload.	

Outcome 2	The Vale community benefits from the Council's transparent decision-making and good governance.
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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.
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Context for this objective:	The Wales Accord on Sharing of Personal Information (WASPI) provides a framework for sharing information in a legal and responsible manner.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/AO43	1. Draw up training programme for delivery to officers	Training material available for use / dissemination as appropriate.	H	Tim Cousins	01/07/13	31/12/13	Within existing resources.	
	2. Deliver training to officers.	Increase awareness amongst officers of WASPI	H	Tim Cousins	01/07/13	31/12/13	Within existing resources.	
	3. Report to Corporate Management Team on adoption within the Council of sharing protocols.	Corporate Management Team able to assess whether use of WASP within the	M	Tim Cousins	01/01/14	31/03/14	Within existing resources.	

		authority is appropriate.						
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Outcome 2	The Vale community benefits from the Council's transparent decision making and good governance.
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Objective 5	To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.
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Context for this objective:	The availability of adequate, and secure, storage space for the Council's paper records is extremely important. As the Council rationalises its property portfolio under the Space Project, the need for consequential storage space will increase.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/AO44	1. Undertake review of existing RMU storage facility in order to ascertain levels of occupied / available storage space.	Availability of accurate information to inform consideration of future storage options.	H	Tim Cousins	01/04/13	30/06/13	Within existing resources.	
	2. Review existing archive management system.	Ability to produce accurate management information.	H	Tim Cousins	01/09/ 13	31/12/13	Within existing resources.	
	3. Liaise with Space	Availability of	H	Tim Cousins	01/04/13	30/09/13	Within	

	Project Team to establish known / anticipated demand for storage space arising out of the project.	accurate information to inform consideration of future storage options.					existing resources.	
	4. Report to Information Governance Board and Corporate Management Team setting out levels of occupied / available storage space and future storage options.	Provision made to accommodate known / anticipated demand for storage space (including that arising out of the Space Project).	H	Tim Cousins	01/04/13	31/10/13	Within existing resources.	