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| Subject: | Code of Practice for Information Sharing – Brighton and Hove Children and Young People's Trust | | |
| Date of Meeting: | 20 July 2009 | | |
| Report of: | Director Of Children's Services | | |
| Contact Officer: | Name: | Steve Barton | Tel: 296105 |
| | E-mail: | steve.barton@brighton-hove.gov.uk | |
| Key Decision: | No | Forward Plan No. N/A | |
| Wards Affected: | All | | |

FOR GENERAL RELEASE/ EXEMPTIONS

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Government and the Information Commissioner's Office require Children's Trusts to produce a Code of Practice outlining expectations and duties for staff and managers about Information Sharing practices.
- 1.2 The Comprehensive Area Assessment (CAA) will expect the Children and Young People's Trust (CYPT) to have a Code of Practice for Information Sharing.

2. RECOMMENDATIONS:

The Board is asked:

- 2.1 To agree to adopt the Code of Practice for the CYPT.
- 2.2 To ask the Director of Children's Services to ensure services produce more detailed guidance and develop systems to meet legal requirements (eg: provision of lockable storage), as required.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Brighton and Hove CYPT started work on Information Sharing Protocols shortly after its inception. Staff changes and the changing requirements of HM Government and the Information Commissioners Office delayed completion. It is a priority to complete this work.
- 3.2 The Agreement of the Code of Practice will form an essential part of the CYPT's governance and assurance systems.
- 3.3 Once approved by the Board, the Code of Practice, and an accompanying suite of public information leaflets, letters and guidance for staff and partners will be launched as part of an integrated communication and training programme.

4. CONSULTATION

- 4.1 The CYPT has consulted with the Information Commissioner's Office and the Department of Children Schools and Families who approved the approach we have taken in the Code.
- 4.2 Within the CYPT we have consulted with the members of the Common Assessment Framework Implementation Board, who represent all operational parts of the CYPT; with South Downs Health; with Brighton and Hove City Council Legal Services; with Paul O'Neill, the Brighton and Hove City Council ICT Partnership Manager.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 There are no financial implications directly arising from this report.

Finance Officer Consulted: David Ellis

Date: 07/07/2009

Legal Implications:

- 5.2 The legal implications of this report are set out in the Code of Practice. The council's legal section has directly contributed to the Code of Practice.

Layer Consulted : Natasha Watson

Date: 07/07/2009

Equalities Implications:

- 5.3 A formal Equalities Impact Assessment has not been carried out. The Code of Practice and accompanying documents have been constructed specifically to ensure equality in the management of information by the Children and Young People's Trust. The accessibility of the content in the documents to those service users who are unable to comprehend written English is assured by following the established publication practices used by the Children and Young People's Trust and Brighton and Hove City Council

Sustainability Implications:

- 5.4 There are no sustainability implications.

Crime & Disorder Implications:

- 5.5 Ensuring proper management of personal information will reduce the potential for personal information to end up in the wrong hands.

Risk and Opportunity Management Implications:

- 5.6 For the Children and Young Peoples Trust to improve the quality and efficiency of services to children and families in Brighton and Hove, we need to be able to share personal information in a timely, respectful and efficient way, observing clinical and professional guidelines, and with full attention to the Data Protection Act. Adopting the Code of Practice will give a professional framework to enable this.

To meet the recommendations of Lord Laming's report, The Protection of Children in England, the Children and Young People's Trust needs to ensure that we have an efficient framework to promote the appropriate sharing of information and thus the protection of vulnerable children.

Corporate / Citywide Implications:

- 5.7 The Code of Practice will improve value for money by reducing the loss of service time to individual service package negotiations about what information can and cannot be shared by professionals. Observing the Code of Practice will also minimise potential for inappropriate sharing and therefore potentially costly litigation arising out of it.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 There are no alternative options

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Adopting the Code of Practice will strengthen the foundations of the partnership between the Brighton and Hove City Council services and the South Downs Health services and enable more effective integrated working practices

SUPPORTING DOCUMENTATION

Appendices:

1. The Code of Practice for Information Sharing; Brighton and Hove Children and Young People's Trust
2. Copy for service user leaflet, "Information Sharing in Brighton and Hove Children and Young People's Trust: what you need to know"
3. Copy for staff leaflet, "Information Sharing: A good practice guide for CYPT employed staff and managers, school staff, and services commissioned to provide services for the CYPT"

Documents In Members' Rooms

1. None

Background Documents

1. None

