

Council, 29 June 2015

Secretariat Report

Executive summary and recommendations

**Introduction**

The report provides an update about the activities of the Secretariat Department.

**Decision**

The Council is requested to discuss the report.

**Background information**

None

**Resource implications**

The resources for the Department are set out in the annual workplan and budget 2015-16.

**Financial implications**

As above.

**Appendices**

None

**Date of paper**

12 June 2015

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## **Secretariat Department – Council meeting, 29 June 2015**

The following provides an update about some of the work of the Department.

### **Freedom of Information and Data protection**

In recent months we have received the following numbers of FOI / DPA requests.

March	63
April	46
May	35

Since the start of the current financial year, 31 information incidents have been reported, a number of which have arisen as a result of audit work undertaken.

### **Meetings attended by members of the Secretariat Team**

2 June - PSA Appointments Seminar

4 June - Business Wise conference

5 June - Cross-governmental complaints forum

10 June - Health Regulators Information Security Specialist Interest Group - Quarterly meeting

### **Training attended by members of the Secretariat Team**

5 - 7 May – BSI ISO27001: 2013 Internal Auditor Training

19 May – Freedom of Information Level 2 Training