SFJB23
Manage and publish information relating to democratic and decision making processes

Overview

Information is a key component of the work of all staff in Democratic Services – Committee Administration, Member Support and Scrutiny. This information must be stored and maintained so that it is secure and can be easily retrieved when needed. This unit covers the responsibility of staff for maintaining and developing an information system – filing system, library or electronic equivalent. It also covers making this information available to the public when required, for example, via a website or by printed means.

Target Group

This unit is appropriate to the work of local government staff working, for example, in Committee Services, Democratic Services, Scrutiny or other departments that have an important role in assisting the local authority to achieve the most effective and appropriate democratic and decision making processes.

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Performance criteria

You must be able to:

P1   ensure your information system is well structured and maintained

P2   ensure the information you require for your job responsibilities is:

    P2.1 stored in the correct location

    P2.2 accurate and up-to-date

    P2.3 easily accessible by yourself and other authorised colleagues

    P2.4 in the agreed format

    P2.5 secure from accidental loss and unauthorised access

P3   follow agreed procedures for:

    P3.1 maintaining confidentiality

    P3.2 archiving material not immediately required

P4   ensure that information available to the public:

    P4.1 meets requirements for Freedom of Information, Access to Information and Data Protection

    P4.2 is authorised for wider publication

    P4.3 is readily available to the intended audience, following agreed procedures

    P4.4 is available within agreed an agreed timeframe

    P4.5 is accurate and up-to-date

    P4.6 is in a clear and agreed format

    P4.7 provides opportunities for follow-up queries and comment

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Knowledge and understanding

You need to know and understand:

K1   the types of information stored and regularly used by you and members of your team and the importance of this information

K2   why it is important that this information is safely and securely stored in a way that allows users to locate it quickly and efficiently

K3   relevant procedures for using and maintaining your information system

K4   why it is important to follow agreed procedures for the storage of materials and check that others are doing the same

K5   why it is important to check storage conditions and the conditions of materials: what types of conditions you should report and who you should report to

K6   your organisation's policies are for the disposal and archiving of materials, why they are important and the procedures to follow

K7   the importance of confidentiality and security and how to maintain these

K8   why it is important to review your information system and to improve it on a regular basis

K9   legislation covering the confidentiality of information and freedom of information as relevant to your job role

K10 how to ensure that information is `cleared' for wider publication

K11 the methods used by your organisation to make information available to the public

K12 colleagues in your organisation with whom you liaise on the publication of information, your respective responsibilities and how to work effectively with them

K13 the format(s) in which information should be made available to the public and how to present information in these formats

K14 how to provide opportunities for members of public to make follow-up queries and comments and how to respond to these

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Additional Information

	This unit covers the following types of information:
Scope/range related to performance criteria	1 stored and made available in printed 2 stored and made available in electronic format

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Behaviours

You must show that you work in the following way

1   you use effective and efficient means to gather, store and retrieve information
2   you check the validity and reliability of information
3   you identify people's information needs
4   you identify people's preferred communication media and styles and adopt media and styles appropriate to different people and situations
5   you present information clearly, concisely, accurately and in ways that promote understanding
6   you analyse and structure information to develop knowledge that can be shared
7   you show sensitivity to internal and external politics that impact on your area of work
8   you identify the implications or consequences of a situation to achieve successful results

Links to other NOS	1	B22 Research, analyse and report information
	2	C15 Carry out your responsibilities at work
	3	C21 Establish and maintain effective working relationships in local government
	4	C31 Contribute to the implementation of local government legislation, regulations and procedures

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