

MIDDLESBROUGH COUNCIL	
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Report of:	Charlotte Benjamin - Director of Legal and Governance Services
Relevant Executive Member:	Chris Cooke – The Mayor
Submitted to:	Single Member Executive – The Mayor
Date:	18 December 2025
Title:	Data Management Policy 2025 - 2028
Report for:	Decision
Status:	Public
Council Plan priority:	Delivering Best Value
Key decision:	No
Why:	Decision does not reach the threshold to be a key decision
Subject to call in?	Yes
Why:	Non-Urgent Report

Proposed decision(s)
That the Mayor: <ul style="list-style-type: none"> - APPROVES the Data Management Policy attached at Appendix 1.

Executive summary
<p>The report seeks approval of the Data Management policy which has been reviewed in line with its scheduled triennial review to ensure the policy continues to be fit for purpose and aligns with the ambitions set out in the recently agreed Information Strategy.</p> <p>The Policy sets out the rules and guidance necessary to standardise, manage, link and exploit data throughout its lifecycle.</p> <p>The decision requires Single Member Executive approval as it is a ‘minor variation to an existing policy or procedure’ as per Section 10.21.2(a) of the constitution.</p>

1. Purpose of this report and its contribution to the achievement of the Council Plan ambitions

1.1 This report presents and seeks approval of the proposed revisions to the Council's Data Management Policy following the scheduled triennial review in order to ensure our continued compliance with legislation. The policy sits within the Council's Information Governance Policy Framework.

1.2 The purpose of this policy is to implement a systematic approach to data management within the data lifecycle, and across the organisation, to support delivery of the Information Strategy that 'the right information will be available to the right users, at any time, accessible and used ethically to support achievement of the Council Plan.'

Our ambitions	Summary of how this report will support delivery of these ambitions and the underpinning aims
A successful and ambitious town	Continued implementation and adherence to a Data Management Policy will ensure that the Council has a systematic approach to data management across the data lifecycle. Adherence to this policy will support the vision set out in the Council's Information Strategy that: ‘the right information will be available to the right users, at any time, accessible and used ethically to support achievement of the Council Plan.’
A healthy Place	
Safe and resilient communities	
Delivering best value	Successful adherence to the Policy will support robust and effective corporate governance by ensuring decisions made by the Council are based on sound data.

2. Recommendations

2.1 That the Mayor:

- **APPROVES** the Data Management Policy attached at Appendix 1.

3. Rationale for the recommended decision(s)

3.1 Reviewing the policy regularly is in line with good practice. It is recommended that the revised policy is agreed to ensure the Council has a policy framework against which it can continue to assess the quality of its data and take action to address poor quality data.

4. Background and relevant information

4.1. Key elements of the legislative and regulatory framework for data management are set out below. Failure to comply with this framework can lead to significant financial penalties, criminal prosecution and non-criminal enforcement action:

- UK General Data Protection Regulation 2016 (UK GDPR), Data Protection Act (DPA) 2018

- Data (Use and Access) Act 2025 (DUAA)
- Privacy and Electronic Communications (EC Directive) Regulations 2003 (as amended) (PECR)
- Digital Economy Act 2017
- Environmental Information Regulations 2004 (EIR)
- Freedom of Information Act (FOIA) 2000
- Local Government Acts 1972, 1985, 1988 and 1992
- Local Government Transparency Code 2015
- Lord Chancellor's Code of Practice on handling information requests
- And Other Regulations and Codes of Practice.

4.2. The policy sets out how the council should systematically manage its data across the data lifecycle to ensure the data that it holds is:

- accurate, complete, timely, relevant, reliable, valid and available
- standardised and linkable where possible
- explained where appropriate to ensure that it is not misused in error
- stored securely and in a manner that protects confidentiality and integrity
- securely disposed of in line with the Council's Retention Schedule.

5. Ward Member Engagement if relevant and appropriate

5.1 This is not applicable to this decision.

6. Other potential alternative(s) and why these have not been recommended

6.1 The Council could choose not to adopt corporate policies on data management, however statutory duties would remain in place and in the absence of a standard approach there would be an increased risk of making decisions that fail to meet those legal duties. Given these duties are in place this option is not recommended.

7. Impact(s) of the recommended decision(s)

Topic	Impact
Financial (including procurement and Social Value)	There are no direct costs associated with this report.
Legal	The policy supports the Council to be able to meet its various statutory duties in relation to the legislative and regulatory framework for data management listed above.
Risk	Approval of the policy will positively impact on risks within the Council's risk registers, primarily the risk that the Council fails to comply with the law.
Human Rights, Public Sector Equality Duty and Community Cohesion	There is no impact associated with the proposed policy within this area.
Reducing Poverty	There is no impact associated with the proposed policy within this area.

Climate Change / Environmental	There are no climate or environmental impacts associated with the proposed policy.
Children and Young People Cared for by the Authority and Care Leavers	There are no direct implications arising from this Policy on this group.
Data Protection	This policy will support compliance with Data Protection legislation.

Actions to be taken to implement the recommended decision(s)

Action	Responsible Officer	Deadline
Publication of the policy on the MBC Website and Intranet pages	V Holmes, Data and Analytics Manager	30 January 2026.

Appendices

1	Data Management Policy 2025 - 2028
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Background papers

Body	Report title	Date
Executive	Information Strategy 2025 - 2029	8 October 2025

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