

NOTTINGHAM CITY HOMES

REPORT OF THE COMPANY SECRETARY &
SOLICITOR

AUDIT COMMITTEE
7 SEPTEMBER 2009

NOTTINGHAM CITY HOMES' DOCUMENT RETENTION POLICY

1 SUMMARY

- 1.1 This report seeks the approval of the Audit Committee for the adoption of the Company's Documents Retention Policy. The purpose of which is to ensure that a consistent approach is applied across the Company in document management.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee adopt and approve the Document Retention Policy.

3 REPORT

- 3.1 Nottingham City Homes has since incorporation observed and met its Data Protection and Information Management duties both under legislation.
- 3.2 As part of the legal obligations to ensure that all information is collected and processed according to the fourth and fifth Data Protection Principles (data shall be accurate and up-to-date, and shall not be kept for longer than necessary), a Document Retention Policy has been developed in consultation with the Heads of Services; to give guidance on the retention period for all documents covering all aspects of the Company's operations.
- 3.3 Nottingham City Homes has recently reviewed its procedure for keeping house files up to date in line with the Document Retention Policy; which acts as guidance to staff about the records to be retained on house files.

4 OTHER OPTIONS

- 4.1 None.

5 FINANCIAL AND RISK IMPLICATIONS

- 5.1 The lack of a Document Retention Policy opens the Company to an inconsistency in information management across the various departments; which leads to an inability to provide evidence where required for cases of litigation, contractual transactions, and to act

properly as data processors for NCC etc.

- 5.2 Failure to maintain records could subject the Company to penalties and fines, obstruct justice, impact on legal evidence and/or seriously harm the Company's position in litigation.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

- 6.1 To apply a consistent approach in document management and to ensure the most efficient and effective operation of the Company.
- 6.2 Robust corporate governance arrangements are necessary for good practice.

7 VALUE FOR MONEY AND EFFICIENCY ISSUES

- 7.1 The Document Retention Policy gives clear guidance and ensures the most efficient and effective operation of the Company in its document management.

8 EQUALITY AND DIVERSITY IMPLICATIONS

- 8.1 The Document Retention Policy assists with the fair and accurate processing of records.

9 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

- 9.1 Data Protection Act 1998
Companies Act 2006

Contact officers: Janet Locker
Senior Governance Officer
Nottingham City Homes
14 Hounds Gate
Nottingham
NG1 7BA
Tel: 0115 915 7212
E-mail: janet.locker@nottinghamcityhomes.org.uk

Date: 25 August 2009