

# Presentation

## Covid -19 Records



# Saving Covid Data

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# Introduction – Past Inquiries

- Chilcot
- Bloody Sunday
- Scotforth House Inquiry
- Independent Inquiry into Child Sexual Abuse (IICSA)
- Infected Blood Inquiry

# What do we know about the Inquiry so far?

- Rigorous and candid
- Independent
- Full statutory powers
- Aim to work with the devolved administrations
- Properly resourced
- 'The right moment for the Inquiry to start is Spring 2022

# Preparation

- Chair Appointed : RT Hon Baroness Heather Hallet DBE
- Agree Terms of Reference
- Appoint staff and set up IT
- Procure legal counsel - Hugo Keith QC
- Start work

# Specifics

- How will work be organised
- Timescales

## What kind of information could the Inquiry ask for?

- Public Health
- Lancashire Resilience Forum
- Voluntary and private sector – what we did how did we do it? i.e. Care Capacity Tracker
- Adult social care
- Children – Social Care, Education attainment, Mental Health, child protection
- Ethnicity – impact from Covid
- Service Risk Assessments
- Contingency planning documents
- Changes to services as a result of Covid
- Recruitment specifically related to Covid to include both internal re-deployment and Agency Resourcing

## What kind of information could the Inquiry ask for? (Continued)

- Procurement specifically, but not exclusively, about PPE, tendering and decision-making documents related to Covid projects and any related contracts awarded
- Financial – resources specifically for Covid purposes
- Central Government communications specific to Lancashire
- Documentation/correspondence generated by SLT in relation to Covid
- Any Emails or correspondence received or sent by Elected Members relating to Covid from members of the public, MPs or businesses
- Temporary Morgue
- Testing/Vaccine programme
- Communications – Intranet and Internet
- Domestic abuse



# How will we inform staff?

- Coronavirus Intranet Site
- Examples of the data we need to keep and how to store it
- Dedicated mailbox **Records Management Covid 19 Enquiries**
- Key contacts for anyone to raise an issue or ask a question
- Angie's update and the Team Lancs Facebook site

# Roles and Responsibilities

## Records Managers/Digital Services

- We will give advice and guidance on naming conventions
- We will attend team meetings and follow up with advice and determine what assistance each Service may need
- We will provide guidance on what type of Email/document ought to be kept
- We will keep in contact with you at each stage of the Inquiry from a Records Management perspective.

# Roles and Responsibilities

## Senior Management Team

- You may be called upon by the Public Inquiry to give evidence. In this instance you will be fully supported by LCC.
- Ensure that HoS are instructing their teams to undertake this work.
- The data you are holding is your responsibility.
- You must follow the guidance and have your Covid information in a findable and accessible format.

# Roles and Responsibilities Continued

## Heads of Service

- Give clear instruction to your teams about this piece of work.
- Follow up in meetings and ask for evidence the work is being undertaken.
- The data you are holding is your responsibility.
- You must follow the guidance and have your Covid information in a findable and accessible format.

# Roles and Responsibilities

## Staff Members

- The data you are holding is your responsibility.
- You must assess the records you hold for Covid.
- You must follow the guidance and have your Covid information in a findable and accessible format.

## IG Champions

- As all Staff Members
- Work with RM to offer support and guidance to teams around this particular project.

# How do we tackle it?

## The basics

- It isn't easy and it isn't going to go away but it could be cathartic.
- This is not a data dump.
- We evidence now and for future generations how well Lancashire responded.
- We require the information for both the public inquiry and for statutory retention periods.

## Findable and accessible

- Naming conventions – is it clear it is Covid related?
- Where is it? Do other people have access to it?
- I'm leaving, what happens then?

## Where do we start? Three areas to focus on

Emails

Shared Drives

Microsoft Office 365

# Conclusion

- We have to start now.
- It will take some time
- This is not just for the public inquiry but for statutory and historical purposes.
- We can demonstrate to the Inquiry, and members of the public, that Lancashire did it well.