

Ministry of Justice Information Management Assessment Report and Action Plan 2011

The Ministry of Justice (MoJ) underwent an Information Management Assessment (IMA) by The National Archives (TNA) in 2010. The final report was agreed and presented to MoJ in 2011. The IMA covered MoJ Headquarters, National Offender Management Service (NOMS) Headquarters and a number of prisons. The final report and supporting Action Plan are being published today and set out in detail the existing areas of good practice as well as those where MoJ must improve its information management. MoJ welcomes this report and TNA's findings which have helped us to understand the information management challenges we face and the most appropriate way to deal with them.

As the Government Department with responsibility for Freedom of Information and UK Data Protection policy, we are all too aware of the importance of managing information safely, securely and in accordance with relevant legislation and recognised good practice. Information underpins all our work. Managing it well ensures the smooth transfer of information throughout the justice system. It also means we deliver services to the public in the most efficient way.

The report highlights a number of areas of good practice within MoJ, but reveals several areas for improvement. MoJ received excellent feedback in relation to our information handling practices and with regard to the network of Senior Information Risk Owners, who oversee the management of the information under their control. NOMS received positive comments on access to operational and performance information. Areas in need of attention include a more consistent approach to information management across the Department, including electronic information, and sustainability of digital information.

To address the recommendations from the assessment we have developed an action plan in collaboration with TNA. We have updated several areas of our information management policy to align it with best practice and take account of new ways of working and the changing needs of our staff. We have also started work on a project to replace our electronic document and record management system, which will enable colleagues to store, share and exploit information more systematically. We have welcomed the TNA involvement in helping the Department improve its knowledge and information management.

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Ministry of Justice.