




**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER
PURSUANT TO REGULATION 13 OF THE LOCAL AUTHORITIES
(EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO
INFORMATION) (ENGLAND) REGULATIONS 2012 & THE OPENNESS OF
LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Approval and execution of a Data Sharing and Processing Agreement relating to Local Government Reorganisation (LGR) across Warwickshire authorities.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/12/2026 (TS ABMW)	<p>Cabinet 12th November 2025 - CB58 Local Government Reform</p> <p>3D OFFICER DELEGATIONS - Part A - General Delegations 3D.1 General b) Take any action on matters relating to the day to day administration of services within their unit. c) Take any action to maintain the operation and effectiveness of services within their unit. d) Take any action incidental to, or to give effect to, decisions taken by elected Members within their sphere of responsibility.</p> <p>3E.2 Assistant Director – Digital & Business Change a) Exercise any power of the Local Authority under the following statutory provisions or pursuant to regulations made (now or in future) under them.</p> <p>Data Protection Act 2018 - Data Protection obligations and structure contains the appointment of the Data Protection Officer (DPO)</p> <p>e) To be the Council nominated Senior Information Risk Officer (SIRO) with corporate responsibility for information risk management and information governance assurance.</p>

<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
25/06/2026	 Tom Shardlow – Chief Executive Officer  Anthony Baxter – Assistant Director – Digital and Business Change (and Senior Information Risk Officer (SIRO))  Matthew Wallbank – Assistant Director – Democracy and Governance (and Monitoring Officer).

RECORD OF THE DECISION

a) The issue

Warwickshire County Council has commissioned PwC to support the Local Government Reorganisation (LGR) programme across the Warwickshire area. Whilst Borough and District Councils are listed in the clustering arrangements schedule, the lead buyer is Warwickshire County Council. The clauses in the contract cover data sharing between the Warwickshire based Council's and PwC. However, for completeness, it is prudent for there to be a data sharing/processing agreement between the Warwickshire based local authorities as well.

In order to support the development of LGR proposals, there is a requirement for the lawful sharing of data and information between Warwickshire County Council and the Borough and District Councils.

Without a formal agreement, there is no consistent mechanism enabling the sharing of data between all parties in a lawful way. Noting the risk associated with data sharing, it was deemed for complete coverage, a data sharing agreement between the Borough and District Councils and Warwickshire County Council would be prudent.

b) The Decision

To approve and authorise the Council entering into, and signing, a Data Sharing and Processing Agreement with Warwickshire County Council and all Warwickshire Borough and District Councils.

The agreement establishes a formal contractual framework governing the lawful sharing, processing, and protection of data between all parties for the purposes of progressing Local Government Reorganisation.

REASON FOR THE DECISION

- To ensure compliance with data protection legislation (including UK GDPR and Data Protection Act 2018) when sharing information.
- To provide a clear legal basis for the sharing of data between organisations.
- To enable effective collaboration and informed decision-making across all councils within the Warwickshire LGR programme.
- To mitigate risks associated with data sharing, including unauthorised access, misuse, or breach.
- To formalise roles, responsibilities, and safeguards in relation to data processing.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

- Not entering into the agreement: Rejected due to inability to lawfully share necessary information, which would significantly hinder or prevent effective participation in LGR.
- Relying on informal or bilateral agreements: Rejected as insufficient to provide a consistent, comprehensive, and legally robust framework across all participating authorities and partners.
- Developing separate agreements with each party: Rejected due to inefficiency, lack of consistency, and increased administrative burden.

WARD RELEVANCE

All wards – the decision relates to a county-wide reorganisation affecting the entire district/borough area.

FINANCIAL AND BUDGET IMPLICATIONS

No direct financial cost associated with the agreement itself. Indirect costs are limited to officer time supporting the LGR process and data provision. These are being managed within existing budgets.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Monitoring Officer
Internal LGR Board
Partnership discussions with Warwickshire County Council and other Warwickshire District/Borough Councils (including Chief Executive Officers and Monitoring Officers).

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

Not applicable.

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

Not applicable.

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

No direct equalities impacts arising from entering into the agreement. The agreement supports evidence-based decision-making for LGR, which may have downstream equalities considerations subject to future assessment.

HUMAN RESOURCES IMPLICATIONS

No direct HR implications. Existing staff will support implementation as part of current duties.

FINANCIAL IMPLICATIONS

As above – no direct financial implications beyond existing resource allocation.

HEALTH EQUALITIES IMPLICATIONS

No direct implications identified.

SECTION 17 CRIME & DISORDER IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

Positive impact: Reduces legal, compliance, and reputational risks associated with data sharing.

Clearly defines responsibilities for data handling and security.

Ensures appropriate safeguards for sensitive information.

Without the agreement, there would be increased risk of non-compliant data processing and also slows the rate at which the Councils can prepare for implementation of LGR post Government Decision.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None directly arising from this decision.

ENVIRONMENTAL IMPLICATIONS

None directly arising from this decision.

LEGAL IMPLICATIONS

The agreement ensures compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Common law duty of confidentiality

It provides the necessary legal framework enabling Warwickshire based Councils to share information with each other.

ANY OTHER COMMENTS

This agreement is a key enabler for collaborative working across Warwickshire authorities and will support the timely and effective development of LGR proposals.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A
DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**