

# Scrutiny Report



## Overview and Scrutiny Management Committee

### Part 1

Date: 12 July 2019

### Subject Annual Information Risk Report 2018/19

Author Scrutiny Adviser

The following people have been invited to attend for this item:

| Invitee:      | Area / Role / Subject              |
|---------------|------------------------------------|
| Rhys Cornwall | Head of People and Business Change |
| Mark Bleazard | Information Development Manager    |

## Section A – Committee Guidance and Recommendations

### 1 Recommendations to the Committee

The Committee is asked to consider the Annual Information Risk Report 2018/19 attached as **Appendix 1** and provide comments for consideration by the Cabinet Member.

### 2 Context

#### Background

- 2.1 Local Authorities collect, store, process, share and dispose of a vast amount of information in accordance with their duties under the Data Protection Act and other legislation. The Council must meet its statutory responsibilities effectively and protect the personal information it holds throughout its life cycle; from creation through storage; use, retention, archiving and deletion. The principle of using and securing data is outlined in the Digital Strategy.
- 2.2 The Information Commissioner's Office (ICO) currently has the power to fine organisations up to £500,000 for data breaches to ensure organisations take this responsibility seriously. In May 2018, the EU General Data Protection Regulation enables much higher fines of 20 Million Euros or 4% of turnover.
- 2.3 The purpose of the Council's Annual Information Risk Report is to provide an assessment of the information governance arrangements for the Council as outlined in the Information Risk Management Policy and identify where further action is required to address weaknesses and make improvements.

- 2.4 The actions outlined in the attached report form part of the People and Business Change Service Plan further detail incorporated in the Digital and Information Team Annual Business Plan. Information risk is also considered in the Corporate Risk Management Strategy and Register.
- 2.5 The Overview and Scrutiny Management Committee has this opportunity to comment on the draft Annual Information Risk Report and the Council's information governance arrangements.

### **3 Information Submitted to the Committee**

**Appendix 1** – Annual Information Risk Report 2018-19

### **4. Suggested Areas of Focus**

#### **Role of the Committee**

**The role of the Committee in considering the report is to consider:**

- The robustness of control measures and management arrangements;
- The Reduction in the number of incidents and not of major significance, the lowest number recorded in the five year period since the risk report has been produced and no incidents reported to the Information Commissioner's Office this year;
- Resilience of action to remedy incidents such as the ransomware attack this year and previous breaches;
- The Action plan included for on-going compliance and protection for the future and whether the planned actions are sufficient to mitigate any risks identified.

## **Section B – Supporting Information**

### **5 Supporting Information**

- 5.1 The 2017 -18 Annual Information Risk Report was presented to Scrutiny Committee on [15 November 2018](#) by the Head of People and Business Change when it was explained that it was not a mandatory report required by Regulators but good practice and provide scrutiny the opportunity to see how the Council was managing information.

### **6 Links to Council Policies and Priorities**

- The Council's Information Risk Management Policy sets out the Council's approach to information risk management including roles and responsibilities. The policy also details the processes in place to manage information risks effectively, including the Annual Information Risk Report.

The [Digital Strategy](#), approved by Cabinet October 2015 sets the overall direction for the management of information, and information governance is also considered in the Annual Governance Statement produced for the inclusion in the Council's Annual Statement of Accounts and reported to Audit Committee.

The Annual Information Risk report has strong links to the modernising Council supporting function which supports the Corporate Plan Commitments and Well-being Objectives;

|                                   |  |   |  |  |
|-----------------------------------|--|---|--|--|
| <b>Well-being Objectives</b>      | Promote economic growth and regeneration whilst protecting the environment | Improve skills, educational outcomes & employment opportunities | Enable people to be healthy, independent & resilient | Build cohesive & sustainable communities |
| <b>Corporate Plan Commitments</b> | Thriving City  | Aspirational People   |  | Resilient Communities                    |
| <b>Supporting Function</b>        | Modernised Council   |   |  |  |

## 7 Wellbeing of Future Generation (Wales) Act

| 5 Ways of Working  | Types of Questions to consider:  |
|--|--|
| <p><b>Long-term</b><br/>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>  | Are there any long term trends developing that could affect how this plan is implemented to how the actions are prioritised?   |
| <p><b>Prevention</b><br/>Prevent problems occurring or getting worse.</p>  | How are you ensuring that the needs of the service users monitored and are taken into account when developing the long term strategy?  |
| <p><b>Integration</b><br/>Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>      | How does the Council's implementation of the plan impact upon the services of other public bodies and their objectives?  |
| <p><b>Collaboration</b><br/>Acting in collaboration with any other person (or different parts of the organisation itself).</p>   | How are you using the knowledge / information / good practice of others to inform / influence the Council's work?  |
| <p><b>Involvement</b><br/>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</p> | <p>How as a Council are we ensuring we are consistently seeking the views of those who are impacted through the implementation of the plan?</p> <p>While developing a long term strategy, how are you ensuring the diverse communities are involved in your decision making?</p> |

## 8. Background Papers

- [Overview and Scrutiny Management Committee – 26 July 2018](#)
- [Digital Strategy 2015 - 2020](#)
- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2017-2022](#)

Report Completed: November 2018