

## **Report to Cabinet**

**Subject:** Annual Report on behalf of the Senior Information Risk Owner  
2022/23

**Date:** 7 September 2023

**Author:** Interim Corporate Director

### **Wards Affected**

Borough wide

### **Purpose**

To present a report on behalf of the Senior Information Risk Owner providing an annual review of activities in respect of information management and data security.

To obtain approval of updates to the Council's Information Security Policy.

### **Key Decision**

This is not a key decision.

### **Recommendation**

#### **THAT:**

- 1) The Annual Report on behalf of the Senior Information Risk Owner 2022/23 be noted.
- 2) The amendments to the Council's Information Security Policy at Appendix 2 be approved.

## **1 Background**

1.1 As Members are aware, Senior Leadership Team approved an Information Security Governance Framework setting out the Council's approach to information and cyber security risk which was endorsed by Cabinet on 1 August 2019.

1.2 The Council's designated Senior Information Risk Owner (SIRO), the Director of Corporate Resources and S151 Officer, has overall responsibility for the Council's information management framework and acts as the champion for information risk within the Council. The SIRO is supported by the Data Protection Officer, Deputy Data Protection Officer, the Head of Finance and ICT and the ICT Research and Development Manager. The SIRO is responsible for producing an Annual Report on information

governance. The Annual Report has been prepared on behalf of the SIRO and is attached at Appendix 1. The report provides an overview of activity in relation to information governance, key achievements during 2022/23 as well as outlining work planned for 2023/24. It should provide assurance that the Council has arrangements in place to ensure information risks are being managed effectively.

- 1.3 It is important that the Council recognises the need to protect its information assets from both accidental and malicious loss and damage. The loss or damage of information can have serious consequences for the Council; not only financial and reputational but also may result in the Council being unable to deliver vital services to customers. As a result, Information Governance must be taken very seriously by the Council and this is evidenced by the on-going work activity to ensure the management and security of our information.
- 1.4 In order to support good governance in relation to Information Security, the Council's Information Security Policy has been reviewed and updated and is presented to Cabinet for approval. The changes to the policy can be shown in coloured tracked changes at Appendix 2 and have been agreed in consultation with Senior Leadership Team.
- 1.5 The policy has been updated to reflect changes in structure and job roles, to reflect the updated UK-GDPR and to update in relation to the introduction of new Council messaging services such as MS teams. In addition, the reference to student access has been removed as this is not something that is currently enabled nor is it considered necessary as it is not in line with best practice. It is not considered proportionate for work experience placements to have access to Council systems. Further updates reflect changes in IT arrangements over recent years and improvements to remote accessibility particularly in respect of lap tops.

## **2 Proposal**

- 2.1 It is proposed that the Annual Report of the SIRO 2022/23 at Appendix 1 be noted.
- 2.2 It is proposed that the updated Council Information Security Policy at Appendix 2 be agreed. The amended policy will be promoted to staff through team meetings and internal communications.

## **3 Alternative Options**

- 3.1 Not to present an annual SIRO report, in which case Executive members will not be updated on information governance activity across the Council and understand whether information risks are being managed effectively.
- 3.2 Not approve the amended Information Security Policy or agree different amendments. The review of the policy has been undertaken by IT, and data protection officers and is considered fit for purpose reflecting updated IT

arrangements.

#### **4 Financial Implications**

4.1 There are no financial implications directly arising from this report.

#### **5 Legal Implications**

5.1 The Council must comply with a number of statutory obligations in the General Data Protection Regulations, Data Protection Act, Freedom of Information Act and Environmental Information Regulations.

#### **6 Equalities Implications**

There are no equalities implications directly arising from this report.

#### **7 Carbon Reduction/Environmental Sustainability Implications**

There are no carbon reduction/environmental sustainability implications directly arising from this report.

#### **8 Appendices**

8.1 Appendix 1 – Annual report of the Senior Information Risk Officer 2022/23

8.2 Appendix 2 – Information Security Policy (Amended)

#### **9 Background Papers**

9.1 None identified.

#### **10 Reasons for Recommendations**

10.1 To ensure the Executive is updated in respect of the Information Governance activity across the Council in order to provide assurance that information risks are being managed effectively and to ensure Information Security policy remains fit for purpose.

#### **Statutory Officer approval**

**Approved by the Deputy Chief Financial Officer**

**Date:**

**Drafted by the Monitoring Officer**

**Date:**