

Waverley Borough Council

Report to: Audit & Risk Committee

Date: 11 September 2023

Ward(s) affected: All

Report of Director: Ian Doyle, Strategic Director for Transformation & Governance and Senior Information Risk Owner (SIRO)

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Report Status: Open

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Annual Information & Data Management (IDM) Report 2022-23

1 Executive Summary

1.1 Purpose of Report

This is the first report of this nature prepared for Waverley Borough Council (WBC), marking the beginning of a new chapter with the strong recognition that information and data is one of our key corporate assets, with the aim of ensuring robust governance and active management practices are in place. The purpose of this report is to reflect the journey taken in 2022/23

to improve our information and data management (IDM) practices across the organisation, and inform about the next planned steps.

1.2 Report Structure

The report has been broken down into three sections: The Executive Summary, the IDM Framework details and the Annual Statement for officer-resourced functions.

The subsections for the 'Annual Statement for officer-resourced functions' provide background information about the function itself, reflect on the work done in past year 2022-23, and highlight focus or improvement work planned for the coming year 2023-24.

Those function are:

- Information & Data Management Programme
- Cyber Security
- Data Protection
- Freedom of Information
- Data Transparency & Open-Source Data

2 Recommendation to Audit & Risk Committee

The Audit & Risk Committee is asked to:

- 2.1 note the report and pass on their comments and observations back to the officers, the senior management team and the portfolio holders as appropriate
- 2.2 agree to annual receipt of the report going forward at the June committee cycle

3 Reason(s) for Recommendation

- 3.1 the officers would welcome the committees feedback on the report and seek their agreement for this report to become an annual update to the committee on matters related to Information and Data Management at the council.

4 Exemption from publication

4.1 This report is open to public and does not contain any exemptions.

5 Strategic Priorities

5.1 The actions taken to improve our information and data management support the 'New Ways of Working' Theme withing the [Waverley Borough Council - Corporate Strategy 2020-2025](#) and are aimed to help with our digital transformation and improved service delivery.

6 Consultations

6.1 No form of consultation was sought in preparation of this report.

7 Key Risks

9.1 The report proposes a creation of an organisation wide Information Risk Register which will link to the Corporate Risk Register to enable escalation of greater risks. This should help going forward with consistent identification and mitigation of risks resulting from handling of data and information across the organisation.

8 Financial Implications

8.1 This is an annual update report without any direct financial implications.

9 Legal Implications

9.1 This is an annual update report without direct legal implications, the legal team has reviewed and approved the report for publication. The Council approach to Information and Data Management and our governance arrangements is driven by the following legislation which affects some or all services:

- General Data Protection Regulation
- Data Protection Acts 2018 and 2008
- Privacy and Electronic Communications Regulation 2011 and 2003

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Local Government Acts 1972 to 2003
- Regulation of investigatory Powers Act 2000
- Consumer Protection Regulations 2000
- The Electronic Commerce Directive
- Re-use of Public Sector Information Regulations 2005
- Human Rights Act 1998

10 Human Resource Implications

10.1 This is an annual update report without any direct human resource implications.

11 Equality and Diversity Implications

11.1 This is an annual update report without direct equality and diversity implications.

12 Climate Change/Sustainability Implications

12.1 This is an annual update report without direct climate change / sustainability implications.

13 Background Papers

13.1 All external background information referred to in the report was hyperlinked directly from the relevant section throughout the report.

14 Appendices

14.1 2022-23 Annual IDM Report - Annexe 1 (Full report)

Please ensure the following service areas have signed off your report.
Please complete this box, and do not delete.

Service	Sign off date
Finance / S.151 Officer	N/A
Legal / Governance	Mark Watkins (Borough Solicitor) and Jayne La Grua (Deputy Borough Solicitor) – approved July 2023
HR	N/A
Equalities	N/A
Lead Councillor	Cllr Clarke and Cllr Kiehl – approved 31 August 2023
CMB	Strategic Director / SIRO – Ian Doyle approved 31 August 2023
Executive Briefing/Liaison	N/A – Signed off by the Exec Portfolio Holders
Committee Services	