

Waverley Borough Council

Report to: Audit & Risk Committee

Date: 17 June 2024

Ward(s) affected: All

Report of Director: Dawn Hudd, Joint Strategic Director (Place)

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Report Status: Open

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Annual Information & Data Management (IDM) Report 2023-24

1 Executive Summary

1.1 Purpose of Report

In September 2023 the Audit & Risk Committee have approved the inclusion of this annual report ([AUD26/23](#)) as part of their ongoing work programme at June cycle of meetings (([2022-23 Annual IDM Report - Annexe 1 Final.pdf \(waverley.gov.uk\)](#)). This decision has marked the beginning of a new chapter with a strong recognition that information and data is one of our key corporate assets, and therefore we must ensure robust governance is put in place and active management practices are

embedded throughout the organisation. The purpose of this report is to reflect the journey taken in 2023/24 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 Information & Data Management 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 2023-24, and highlight focus or improvement work planned for the coming year 2024-25.

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

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 2023-24 Annual IDM Report - Annexe 1 Final (containing 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 | Robin Taylor – Assistant Director for Organisational Development and Senior Information Risk Owner |
| HR | N/A |
| Equalities | N/A |
| Lead Councillor | Cllr Murray and Cllr Kiehl – approved 31 August 2023 |
| CMB | N/A |
| Executive Briefing/Liaison | N/A – Signed off by the Exec Portfolio Holders |
| Committee Services | |