

Scrutiny Report

Overview and Scrutiny Management Committee



Part 1

Date: July 2023

Subject Annual Information Risk Report 2022/23

Author Scrutiny Adviser

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

Invitee:	Area / Role / Subject
Mark Bleazard	Digital Services Manager
Tariq Slaoui	Information Manager
Tracy McKim	Head of People, Policy and Transformation
Rhys Cornwall	Strategic Director for Transformation and Corporate
Cllr Dimitri Batrouni	Cabinet Member for Organisational Transformation

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked to consider the Annual Information Risk Report 2021/22 attached as **Appendix 1** and provide comments for consideration by the Cabinet Member.

2 Context

Background

- 2.1 The Council has a statutory requirement to look after the data it holds in line with General Data Protection Regulation (GDPR) and the associated Data Protection Act 2018. As a result of GDPR, the Information Commissioner's Office (ICO) has the power to fine organisations up to 20 Million Euros or 4% of turnover. The majority of staff working from home as a result of the Coronavirus pandemic provides some specific challenges, especially with greater concerns over cyber-attacks.

- 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 This is the eleventh Annual Information Risk Report which provides an assessment of the information governance arrangements for the Council as outlined in the Information Risk Management Policy.
- 2.4 This report is not a statutory requirement; it is written and distributed to create and continue best practice and transparency.
- 2.5 The purpose of the report is to provide that assessment and identify where further action is required to address weaknesses and make improvements.
- 2.6 Information risk is also considered in the [Corporate Risk Management Strategy](#) and Register.
- 2.7 The Annual Information Risk Report aligns directly with the Council's Digital Strategy 2022-27, which is due to be published shortly.
- 2.8 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.

Previous Consideration of this Item

- 2.9 The Committee previously considered the Annual Information Risk Report in [September 2022](#).

3 Information Submitted to the Committee

- 3.1 Attached at Appendix 1 is the Annual Information Risk Report 2022-23. This report contains:
- Executive Summary
 - Background and Purpose
 - Current Positions
 - Risk Management and Associated Action Plans
- 3.2 The report highlights:
- Compliance and Audit
 - Information Governance culture and organisation
 - Communications and Awareness Raising
 - Information Risk Register
 - Security Incidents
 - Information Sharing
 - Business Continuity
 - Technology Solutions
 - Records Management
 - Freedom of Information
 - Subject Access Requests

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 Action plan included for on-going compliance and protection for the future and whether the planned actions are sufficient to mitigate any risks identified.

4.2 Suggested Lines of Enquiry

The Committee may wish to query:

- What percentage of staff attended training sessions, e.g. of the Social Service courses, how does the 66 attendees reflect against the number of potential attendees?
- Is there any explanation for the increase in Information Security Incidents and what measures can be enacted to ensure improvement in that number is made?
- Are there any areas of significant challenge that had not been pre-empted?
- Are there any significant changes that the Committee should be aware of which could have had impact on any information within the report?

4.3 Wellbeing of Future Generation (Wales) Act

5 Ways of Working	Types of Questions to consider:
Long-term The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.	What consideration have you given to the long term trends that could affect your proposal or; how could your proposal impact these trends?
	How will the needs of your service users potentially change in the future?
Prevention Prevent problems occurring or getting worse.	What is the objective (or the desired outcome) of this proposal?
	How are you addressing these issues to prevent a future problem?
	How have the decisions, so far, come about? What alternatives were considered?
Integration 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.	Are there any other organisations providing similar / complementary services?
	Have you consulted with the health board, third sector, emergency services, businesses and anyone else you think might be impacted?
	What practical steps will you take to integrate your project with existing plans and strategies of other public organisations to help us all contribute fully to the seven national well-being goals?
Collaboration	Who have you been working with? Why? Who have you collaborated with in finding out more about this problem and potential solutions?

Acting in collaboration with any other person (or different parts of the organisation itself).	How are you co-working with other sectors?
	How are you using the knowledge / information / good practice of others to inform / influence the Council's work?
Involvement 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.	How have you involved the people who are being impacted by this decision?
	How have you taken into account the diverse communities in your decision making?
	How have you used different / alternative methods to reach people and involve them?
	How will you communicate the outcome of your decision?

Section B – Supporting Information

5 Links to Council Policies and Priorities

Well-being Objective	1 – Economy, Education and Skills	2 – Newport's Environment and Infrastructure	3 – Preventative and Equitable Community and Social Care	4 – An Inclusive, Fair and Sustainable Council
Aims:	Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.	A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.	Newport is a supportive city where communities and care are at the heart of what we do.	Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

5.1 The Annual Information Risk Report has strong links to Wellbeing Objective 4.

6. Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan 2022-27](#)

Report Completed: July 2023