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| Subject: | SENIOR INFORMATION AND RISK OWNER |
| Meeting and Date: | Cabinet – 4 March 2019 |
| Report of: | Nadeem Aziz, Chief Executive |
| Portfolio Holder: | Councillor Mike Conolly, Portfolio Holder for Corporate Resources and Performance |
| Decision Type: | Non-Key |
| Classification: | Unrestricted |

Purpose of the report: This report seeks the appointment of a new Senior Information and Risk Owner and new Deputy Senior Information and Risk Owner.

Recommendation: That from 31 March 2019 the Head of Governance be appointed as the Senior Information and Risk Owner (SIRO) and the Digital Services Manager be appointed as the Deputy Senior Information and Risk Owner for the Council, and they be authorised to discharge the functions and responsibilities of those roles.

1. Summary

- 1.1 At its meeting on 9 January 2017, Cabinet appointed the Director of Governance to the role of the SIRO for Dover District Council and at its meeting on 16 April 2018, Cabinet appointed the (then) Head of Legal Services to the role of deputy SIRO for Dover District Council.
- 1.2 The Director of Governance is relinquishing his Chief Officer status from 1 January 2019 and is leaving the Council on 31 March 2019 and it is therefore necessary to appoint a new SIRO and Deputy SIRO.

2. Introduction and Background

2.1 The Cabinet Office requires each authority to appoint a Senior Information and Risk Owner (SIRO). The role of the SIRO includes:

- Accountability for Information Risk Management, its confidentiality, integrity and availability and to ensure it is being effectively managed and correctly classified
- Leading and encouraging a culture that protects and exploits information within the Council, including agreeing the risk appetite within the Authority
- Responsibility for the corporate information security and information governance policy
- Providing an annual statement of the security of information assets for inclusion in the Annual Governance Assurance Statement

2.2 The functions of the role align well with the responsibilities of the Head of Governance, who was appointed by the Cabinet on 16 April 2018 (in her previous role of Head of Legal Services) as the Council's Deputy SIRO. It is therefore recommended that the post holder (Louise May) is appointed as the SIRO for Dover District Council from 31 March 2019 and be authorised to discharge the functions and responsibilities of the role.

2.3 It is proposed that the Digital Services Manager be appointed as the Deputy SIRO. The functions of the Deputy SIRO align well with some of the responsibilities of this officer, which includes having a strategic overview of digital services across the Council and delivery of the Council's digital agenda. In addition, the Digital Services Manager is now regularly attending the Corporate Information Governance Group.

3. Identification of Options

3.1 Option 1 – To appoint the Head of Governance (Louise May) as the SIRO and the Digital Services Manager (Abi Robinson) as the Deputy SIRO

3.2 Option 2 – To identify other employees within the organisation to be appointed as the SIRO and Deputy SIRO

4. Evaluation of Options

4.1 Option 1 is the preferred option. The Head of Governance has the necessary skills, knowledge and experience to be appointed to the role, is employed in a senior role and working with the Monitoring Officer has responsibility for ensuring effective governance across the Council. The Digital Services Manager has a good overview of digital services across the Council and understands the importance of good information governance.

4.2 Option 2 is not a preferred option. It is important that the SIRO and Deputy SIRO have the requisite skills to fulfil their roles. If Cabinet are minded to appoint different employees, it will be important to identify employees with a good understanding of information risk and governance arrangements, together with a good understanding of the Council's wider governance arrangements and then be able to demonstrate the necessary skills to deliver these requirements.

5. Resource Implications

5.1 None.

6. Corporate Implications

6.1 Comment from the Section 151 Officer: Finance has been consulted and has nothing further to add. (VB)

6.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted during the preparation of this report and has no further comment to make.

6.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>.

7. Appendices

7.1 None.

Contact Officer: Louise May, Head of Governance