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Report to: LEP Board

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Subject: Risk Management Strategy

1 Purpose

1.1 This report provides an update on the work that has recently taken place to review and enhance existing risk management arrangements for the West Yorkshire Combined Authority.

2 Information

2.1 Work has recently taken place to update WYCA's existing risk management arrangements. Routine consideration of the risk management approach is vital to ensure that the organisation remains proactive in identifying risks and managing these in a timely manner.

2.2 In addition the review has also addressed a number of recommendations made by an Internal Audit of risk management arrangements which took place last year. These recommendations largely related to ensuring that the organisation's risk management arrangements had been fully updated to reflect the changing shape and remit of the organisation.

2.3 WYCA's Governance and Audit Committee have also been consulted as part of the work to update risk management arrangements.

2.4 As an output of the recent work on risk, a draft Risk Management Strategy has been prepared to more clearly set out the key organisational principles and processes by which risk management activities will be governed.

2.5 A copy of the draft risk management strategy is attached at **Appendix 1**. The key areas covered by this document can be summarised as follows:

- Policy statement on WYCA's approach to risk management;
- WYCA Risk Appetite Statement;
- Risk management approach (including risk recording procedures, assessment of risks, and risk response categories);
- Risk management roles and responsibilities; and
- Risk Reporting and Escalation Process

- 2.6 In parallel to the development of the draft Risk Management Strategy, the organisation's Corporate Risk Register has also been reviewed. The Corporate Risk Register contains the main on-going or long term risks to WYCA on an organisation wide basis. These risks are owned and managed by the Leadership Team. The current version of the Corporate Risk Register, which is a live document, is provided at **Appendix 2**.
- 2.7 The Corporate Risk Register includes a general risk around the potential for legal challenge in the event of not being compliant with legislation. A key issue for the organisation at present is the need to be compliant with the General Data Protection Regulations (GDPR) which come into force in May 2018. As such preparation for the implementation of this legislation is currently a key area of work for the organisation and a summary of progress to date is provided below.
- 2.8 In January 2017 a new Information Governance (IG) Officer was appointed as a dedicated resource to prepare the organisation for the implementation of GDPR as well as ensuring continuing compliance with both current and future regulations.
- 2.9 A new and revised suite of IG policies was published in June 2017 outlining the organisation's approach to:
- Data Protection
 - Information Governance
 - Information Sharing
 - Freedom of Information/Environmental Information Regulations
 - Subject Access Requests
 - Records Management, Retention and Disposal
- 2.10 In addition colleagues from Leeds City Council have conducted an IG audit to help identify areas to prioritise in order to better prepare for May and this has led to a number of actions being completed including:
- The creation of an Information Asset Register with clear retention periods
 - Commencement of a sub-project focused on archiving and securely disposing of information we are no longer required to hold.
 - New mandatory Data Protection Training has been rolled out to all employees
 - Creation of a new privacy notice which will be published on all of our websites.
 - Introduction of a standard Privacy Impact Assessment template for all officers to complete when embarking on any project
 - A new Data Protection Officer expected to be in post in the new year.
 - Ongoing ICT review of all in-house systems that store personal data.

3 Recommendations

- 3.1 The LEP Board is asked to note the draft Risk Management Strategy (provided at Appendix 1) and the Corporate Risk Register (provided at Appendix 2) and provide any feedback on these.