

INFORMATION GOVERNANCE STEERING GROUP

TERMS OF REFERENCE

Chair:	Director of Governance & Law
Administrator and Secretariat:	Information Governance Team
Frequency of Meetings:	Eight weekly
Format:	Meeting
Membership (<i>members will send a representative if unable to attend meetings</i>) Director – Governance & Law / SIRO (chairperson) Information Governance Manager Data Protection Officer Information Governance Officers IG Lead Community Wellbeing Directorate IG Lead Children & Young People Directorate IG Lead Economy & Environment Directorate IG Lead Corporate Services IG Lead IT / Digital When required: Caldicott Guardian – Community Wellbeing Directorate Head of IT, Hoople Information Security Lead, Hoople	

Overall aims

Keep the organisation safe and compliant in relation to information governance. To monitor performance, reporting issues and making recommendations to CLT regarding relevant policies, training and awareness, metrics and measures, data privacy impact assessments, IG toolkit(s) and ISO 27001, audits, incidents and risks.

To receive information on upcoming projects and procedures that require IG intervention from IG Leads.

To facilitate two way communication on key IG issues with directorates and teams.

To consider and take decisions regarding the ethical use of data, information and artificial intelligence in support of all council services and departments.

Key responsibilities

- To ensure that an appropriate comprehensive information governance framework and systems are in place throughout the organisation
- Annually review the policy set and amended where necessary
- Ensure appropriate information governance policies, standards and processes are in place to cover all aspect of Information Governance
- Monitor privacy impact assessments
- To report recommendations to CLT on information governance issues and risks, and where relevant on emerging ethical considerations in the use of data, information and artificial intelligence
- To oversee information asset management (including the information asset register and data protection register)
- To facilitate effective information sharing through protocols and agreements
- Monitor IG monthly metrics and measures e.g. FOI, SARS and Incidents
- To monitor and review the annual Information governance toolkit assessments for sign off by the Board.
- To coordinate the activities of data protection, confidentiality, security, information quality, records management and Freedom of Information responsibilities.
- To offer support, advice and guidance to the Caldicott Guardians and SIRO within the organisation.
- To oversee the mandatory Information Governance & Information Security training completion across the organisation.
- To receive and share information and feedback with departments and teams at an operational level through the IG Leads.

Reporting arrangements and delegation

- The group will report and make recommendations to the corporate leadership team.
- The group will take decisions relating to the ethical use of data, information and artificial intelligence.
- Directorates and teams will report forthcoming projects of note where there is an IG aspect.
- The group will report and make recommendations to teams on IG issues such as good practice recommendations or repeat data incidents that need to be addressed.
- A summary of points brought to the meeting and an actions matrix of actions and next steps will be recorded. Items of confidentiality will be noted separately.

Next Review: Annually