Information Governance Board Terms of Reference

Owner:	Senior Information Risk Owner
Version:	3.0
Modified by:	IGB / Governance Team (See the Version History for details of recent amendments)
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Date Reviewed:	May 2024
Review Date:	May 2025

Contents

1. PURPOSE

The Information Governance Board exists to provide advice and assurance to the council on matters concerning Information Management, Assurance and Governance, and to facilitate the delivery of actions to reduce information risks and advance the information governance culture across the Council, using the foundation of the Information Governance Framework.

2. INFORMATION GOVERNANCE

The Information Governance Framework sets out the Council's policies, requirements, standards and best practice that apply to the handling of information, both electronic and paper records.

It allows the organisation and individuals to ensure that information is accurate, dealt with legally, securely, efficiently and in order to assure the quality, confidentiality, integrity and availability of all information held by the organisation and its supply chain and partners on its behalf. The principles of Information Governance provide a consistent way for employees, contractors and partners to deal with the many different information handling requirements

3. OBJECTIVES

3.1 To identify and undertake work-streams which enable the authority to meet its Information Governance obligations in line with the authority's Information Governance framework, e.g.

- Management of Information Governance
- Information Risk Management
- Information Assurance (including confidentiality, integrity and availability)
- Information Compliance (e.g. Data Protection Act, Local Government Transparency Code, etc.)
- Data Quality
- Records Management
- Information Sharing

3.2 To ensure compliance with information governance requirements placed on the council by delivering, co-ordinating and monitoring the implementation of Information Governance Action Plan(s), in particularly in delivering the evidence needed to meet the requirements of:

- UK-GDPR

- PSN Code of Connection
- NHS Data Security and Protection Toolkit
- Payment Card Industry Data Security Standard (PCI DSS).
- Any other IG regulatory or legislative standard

3.3 To promote transparency, identify relevant best practice, document and communicate lessons learned in developing information governance policies, procedures and systems.

3.4 To ensure all relevant information risks are recorded on the council's Risk Register and are shared as appropriate internally, with partners and the supply chain.

3.5 To monitor identified risks, manage mitigation strategies and/or accept the risk.

3.6 To develop communications material to further the information governance culture across the authority in line with the authority's communication policies.

3.7 To liaise with other council committees, working groups and programme boards in order to promote Information Governance issues.

3.8 To formulate and collate guidance from such supporting committees or groups as appropriate.

3.9 To ensure full and effective liaison with all external organisations such as the Information Commissioner, Police, Health Authorities and other relevant organisations.

3.10 To make recommendations and provide advice to the Leadership Team in relation to the improvement of the Council's Information Governance arrangements (as necessary).

3.11 Through the Senior Information Risk Owner, to make recommendations and provide advice to the Managing Director - Commissioner and Leadership Team in relation to the improvement of the Council's Information Governance arrangements (as necessary).

3.12 To annually review existing IG policies, procedures, training and communications material and update as necessary.

3.13 To identify where new policies and procedures are required and develop or facilitate their development and implementation as necessary.

3.14 To develop and implement Directorate Assessment Checklists.

3.15 To consider and advise the Leadership Team of any financial resource implications arising.

3.16 To arrange and make provision for appropriate training and assistance to Council staff and members in relation to Information Governance.

4. ACCOUNTABILITY AND GOVERNANCE STRUCTURE

The IGB sits within the governance structure below:
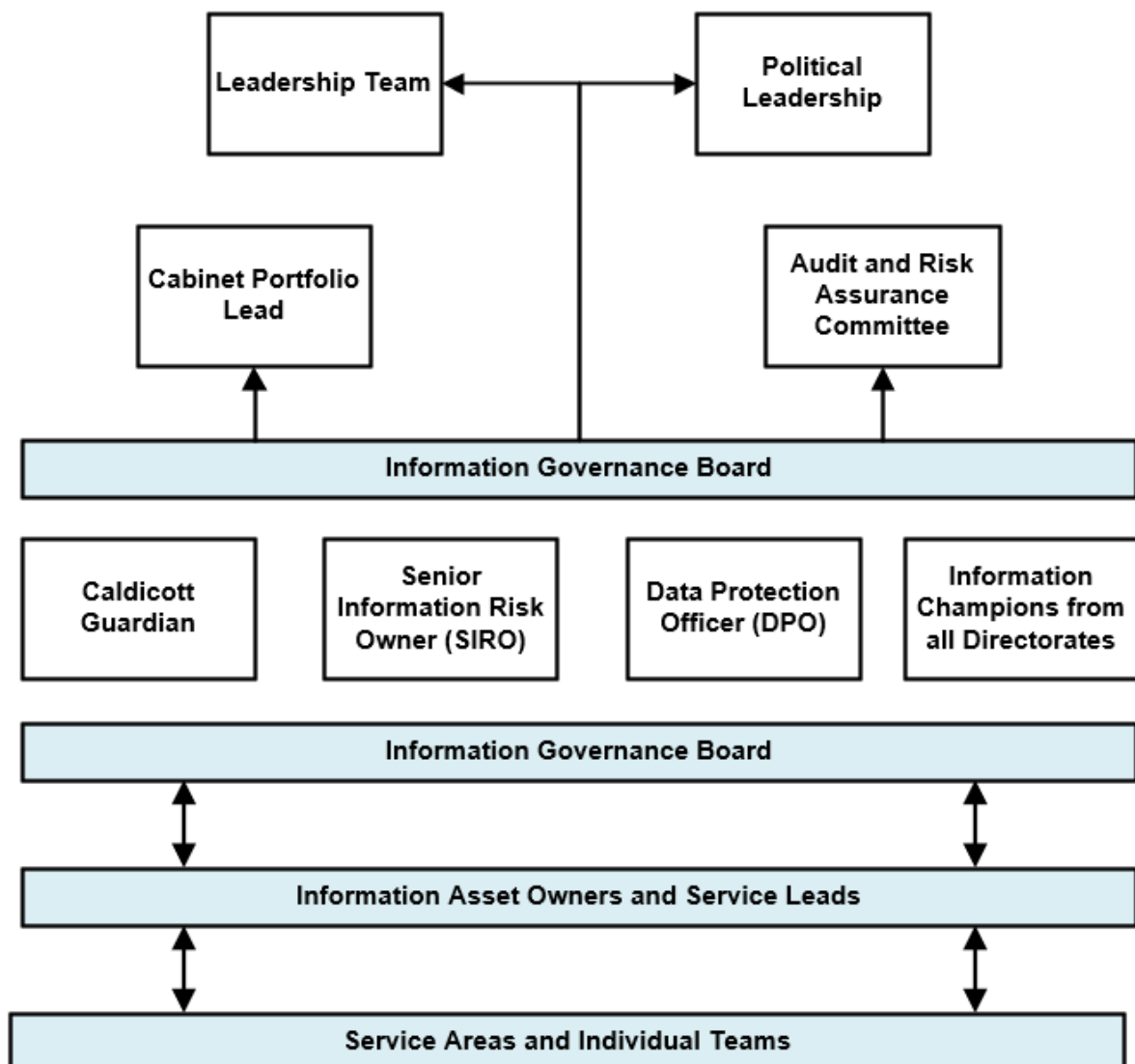
5. MEMBERSHIP

The membership of the IGB will be comprised as follows:

BOARD MEMBERSHIP	DESIGNATION	ACCEPTABLE REPRESENTATIVE
Senior Information Risk Owner (SIRO)	Chair	Not Applicable
Data Protection Officer (DPO)	Alternative Chair	Not Applicable
Caldicott Guardian	Alternative Chair	Not Applicable
Head of ICT	Alternative Chair	Deputy
Place Champion	Member	Deputy
Finance and Transformation Champion	Member	Deputy
People Champion	Member	Deputy
Place Champion	Member	Deputy
Adult Social Care Champion	Member	Deputy
Children and Education Champion	Member	Deputy
Finance Champion	Member	Deputy
Housing Champion	Member	Deputy
Law and Governance Champion	Member	Deputy
Public Health Champion	Member	Deputy
Sandwell Children's Trust	Member	Deputy

Colleagues not explicitly mentioned above may be co-opted onto the IGB as needed to deliver specific Corporate Information Assurance objectives.

Some Directorates may have more than one attendee.

5.1 ATTENDANCE

Where there is non-attendance for more than two consecutive IGB meetings from any Directorate listed in the table under point 5 above, this shall be escalated to the relevant Director.

Should this continue, escalation will be made to the Leadership Team.

6. RESPONSIBILITIES OF INFORMATION CHAMPIONS

Nomination of Information Champions and their deputies is the exclusive preserve of the responsible Director. Candidates for Information Champion and Deputy Information Champion must have management designation within the Directorate.

Once nominated, Information Champions have the following responsibilities within their Directorates and at the Information Governance Board:

- Information dissemination from the Information Governance Board to the Directorate
- Feedback medium between the Directorate and Information Governance Board
- Facilitate briefing sessions within the Directorate for Information Governance issues
- Organise briefing sessions for their Director
- Coordination of Information Governance body of activities within their Directorate
- Attend Information Governance Board meetings

7. MEETINGS AND REPORTING

The Information Governance Board will usually meet monthly. Other meetings will be convened as necessary. Minutes of each meeting will be circulated usually within two weeks of the meeting. The meeting agenda and documents for review will be shared before the meeting or during the meeting, where appropriate.

8. QUORUM

Quorum is reached when at least the following are in attendance:

- **The Chair -** SIRO and/or DPO and/or Caldicott Guardian and/or Head of ICT and Transformation.
- **Five** Designated Information Champions - or their Deputies.

A meeting that commences with a quorum, shall not be deemed to have a continuing quorum if any of the above departs during the meeting. In such

circumstances, a continuing quorum can only be sustained with the presence of the deputy or at the discretion of the Chair.

9. REVIEW

These Terms of Reference will be reviewed annually, and any changes agreed by the Information Governance Board.

VERSION HISTORY

Version	Detail of Changes	Date Approved by IGB	Author
1.3	**Section 5 -** IGB Membership updated to reflect changes in Directorates following the restructure. **Section 8 –** Quorum updated to add additional chair in the absence of the Chair and Deputy Chair. Further updates made to the members required to achieve Quorum.	4th March 2022	IGB /Governance Team
2.0	**Annual Review by IGB** • Reference to the Corporate Governance Board throughout the document has been removed and replaced with Leadership Team. • Reference to the Chief Executive throughout the document has been removed and replaced with 'Managing Director – Commissioner' **Section 3.2 -** Reference to GDPR has been amended to UK-GDPR **Section 3.2 -** NHS Data Security and Protection Toolkit has been added as a bullet point.	8th July 2022 / 5th August 2022	IGB / Governance Team

Version	Detail of Changes	Date Approved by IGB	Author
2.0 Cont…	**Section 4 -** The Accountability and Structure diagram has been updated. **Section 5 -** Membership - The table of membership has been updated to reflect that IGB Membership should have a representative from each directorate. **Section 5 -** Section 5.1 'Attendance' has been added to outline consequences for non-attendance by champions. **Section 6 -** Reference to Executive Directors has been removed to reflect the current Council Structure. **Section 7 -** Reference to Bi-monthly IGB meetings has been updated to monthly meetings to reflect current practice.	8th July 2022 / 5th August 2022	IGB / Governance Team
3.0	Full review of the Terms of reference took place at on 12th March 2024 via IGB. **Section 4 –** The Accountability and Structure diagram has been updated to remove reference to the *'Managing Director – commissioner'* **Section 5 –** Membership – The table of membership has been updated to reflect the new Council structure	May 2024	IGB / Governance Team