



SPT Information Governance Steering Group (IGSG)

Terms of Reference

1. Purpose

The Information Governance Steering Group (IGSG) oversees the information governance processes, systems and practice across SPT and ultimately provides the Strategy Group (SG) with assurance that the organisation is compliant with all Information Governance legislation, and managing any risk to that compliance, through these processes.

2. Responsibilities

1. To support the Data Protection Officer (DPO) to develop and improve the management of information governance in SPT.
2. To ensure the information governance vision and strategy for SPT is in place; to oversee its implementation; and to ensure its currency.
3. To provide assurance that the necessary capacity and capability is available to enable policies, procedures and processes to be developed and implemented to deliver the strategy.
4. To provide assurance that SPT undertakes or commissions sufficient reporting, assessments and audits of information governance policies and operations so as to ensure that their implementation and practice both complies with the written policy and that the outcomes are measured to ensure intended benefits are delivered.
5. To review and approve reports to the SG and Partnership, to ensure that both remain informed of national and SPT legislative and policy changes, and the results of measurement that demonstrates their effectiveness.
6. To liaise with other SPT committees, working groups and steering committees in order to promote Information Governance and Information Security issues.
7. To provide assurance that national development in information governance policy and legislation is monitored and acted on.
8. To provide assurance that where there are changes in processes or working practices, that appropriate information governance risk assessments are undertaken. (Privacy by design).
9. To provide the main point of reference and escalation for the management of issues and risks related to information governance, and to ensure information governance incidents are appropriately reported and investigated.

3. Constitution of the Information Governance Steering Group (IGSG)

3.1 Membership

Chair – Data Protection Officer (Assistant Chief Executive)
Legal Advisor
Digital Manager
Information Governance Officer
Senior Internal Auditor
Operations & Security Manager (SUB)
Customer Services & Security Manager (BUS)
Human Resources

The Chair of this Group may request the presence of other members of staff to assist in addressing current issues.

4. Quorum

The Information Governance Steering Group is quorate when at least three members of the group, plus the Chair (or nominated representative), are present. If members are unable to attend they are required to send a nominated deputy.

Frequency of attendance of members (or their nominated deputies) should be no less than 60% of scheduled meetings. When attendance of an individual member falls below this over an annual period, the issue will be raised with the individual by the Chair, and any steps taken to improve attendance will be taken.

5. Chair

The DPO will chair the Group. In the absence of the DPO, the Legal Advisor, ICT Lead or the Information Governance Officer should assume the position of the Chair.

6. Frequency of meetings

The Group will meet monthly for 2 months prior to moving to quarterly.

7. Reporting arrangements and Accountability

The Group is accountable to the SG.

The Group also receives and discusses Freedom of Information Performance Indicators, Information Governance incidents and the Information Risk and Asset Register in order to ensure that relevant SPT issues and themes are adequately addressed.

8. Monitoring and Review

The IGSG's performance will be monitored by the SG. Regular reports to the SG will be made by the Data Protection Officer, at a frequency to be determined by the SG.

The IGSG will provide assurance to the SG that compliance with these Terms of Reference is being monitored, by keeping accurate minutes of all IGSG meetings, registers of attendance and providing update reports as required.

The IGSG will review these Terms of Reference annually.

Any proposed changes to the Terms of Reference will need to be approved by the SG.

9. Confidentiality

The Group's minutes of meetings (or sub-sections of them), unless deemed exempt as Part 2 Papers under the Freedom of Information Act 2000, shall be made available to the public