# Information Governance Board (IGB)

# Terms of Reference (TOR)

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| 2.1 | Deb Lowndes – Programme and Service Director | 28th July 2022 |
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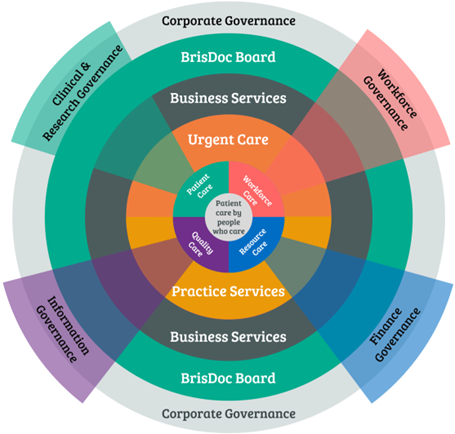
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### Purpose

The purpose of the Information Governance Board is to oversee BrisDoc’s Information Governance agenda, by

* Ensuring that an appropriate and comprehensive information governance framework is in place and being maintained in line with national standards
* Maintaining Information Governance Strategy, policies and guidance material
* Reviewing the annual Information Governance Toolkit assessment and its submissions
* Coordinating the activities of staff given data protection, confidentiality, information security, information quality, records management and Freedom of Information and Subject Access responsibilities
* Offering support, advice and guidance concerning Information Governance/Security, Freedom of Information, Subject Access and Data Protection issues
* Monitoring information handling activities to ensure compliance with law
* Ensuring that information governance and information security training made available and is taken up by staff as necessary to support their role
* Providing a focal point for the resolution and/or discussion of Information Governance issues
* Monitoring reviews/audits relating to information governance and adherence/development to relevant standards
* Providing support and guidance to the Caldicott Guardian on matters of data protection and confidentiality
* Reviewing and discuss lessons learnt from information governance incidents to ensure the risk of future incidents is mitigated
* Developing appropriate resilience and recovery arrangements for systems, based on assessed risks to information and its perceived value, to ensure that availability of information is not compromised.
* Ensuring staff are equipped to handle information respectfully and safely, according to the Caldicott Principles
* Ensuring the organisation proactively prevents data security breaches and responds appropriately to incidents or near misses
* Ensuring technology is secure and up to date



### Effectiveness Measures

Compliance to appropriate legal and regulatory requirements.

Policy compliance via audit

Low incident rate related to IG

### Metrics

The IGB will review the quarterly IG Dashboard

* Compliance to DPST
* Training
* IG related incidents
* Data Sharing agreements
* Remote workers (for information)

### Arrangements for Chairing the Board

The IGB be chaired by BrisDoc’s Programme and Service Director. A deputy will be appointed in the absence of the Chair.

### Membership

The core membership of the Group will be comprised of:

* Caldicott Guardian
* Senior Information Risk Officer (SIRO):
* Information Security Manager (ISM
* Financial and Corporate Information Lead
* Practice Manager -Broadmead Medical Centre/Homeless Health
* Practice Manager - Charlotte Keep Medical Centre
* Head of Integrated Urgent Care (IUC) Service
* Governance Manager
* Programme and Service Director
* People Partner

### Quoracy for Decision Making

A meeting will be quorate when there is present at least the chair, and a manager representative from each of BrisDoc services (including via video-consultation). If this is not possible decision making will proceed on the proviso that each service has been consulted on key decisions.

### Frequency of Meetings

Meetings will be held quarterly A schedule of dates will be agreed on an annual basis so that members can prioritise the meetings accordingly in diaries.

### Exceptional Business

In exceptional circumstances, for the purposes of urgent and/or important business that merits consideration and review by the IGB between meetings, email/conference call communication will be used.

### Accountability, Reporting and Relationships

The IGB is accountable to the BrisDoc’s Corporate Leadership Board and will provide assurance and exception reporting as required.

### Review

The TOR for the SQG will be reviewed annually.

### Version Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| 2 | 28.07.2022 | DL | General review and move onto new template |
| 2.1 | 03.10.23 | DL | Annual Review |
|  |  |  |  |

### Agenda Template

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1. | Minutes and Actions from last meeting | Chair |
| 2 | IG Training | People Partner |
| 3 | Past scenarios for learning/questions (please bring) | All |
| 4 | IG Work for Next Period | Chair |
| 5 | IG Dashboard Review – by exception | Governance Manager |
| 6 | New Information Assets or Data Flows | Chair |
| 7 | Information Asset/PIA Reviews | Chair |
| 9 | Remote workers (for information) | Chair |
| 10 | DPO input | Chair |
| 11 | Data Security and Protection Risks Review | Chair |
| 12 | AOB | All |
| 13 | Next Meeting | All |