

Information Governance Support

Essex County Council



<b>Approved by</b>	FGB
<b>Date Approved</b>	May 2018
<b>Version</b>	1
<b>Review Date</b>	Annual – May 2022

# INFORMATION GOVERNANCE BOARD TERMS OF REFERENCE

Defined role of the Information Governance Board

# Information Governance Board (IGB) Terms of Reference

The IGB develops advice and makes recommendations to the Leadership Team in managing the implications of changes on customer and business operation. The IGB is accountable to the Senior Information Risk Owner (SIRO)

The terms of reference of the IGB:

Supporting effective use of information through discussion and information sharing  
IGB is responsible for:

- Leading the formulation and review of policies, standards and guidance ensuring adherence to appropriate statutory and governance frameworks.
- Develop and maintain an effective governance framework for managing information in line with the Information Governance Strategy.
- Monitor and develop compliance with external standards where required.
- Identifying, validating and assessing the impact of information assurance risks and escalating to the SIRO those classified as very high and/or high information risks with recommended treatment measures.
- Analysing the impact of change and proposed change across the organisation with regard to issues and opportunities.
- Implementation of recommendations delegated to the group from the Leadership Team
- The IGB is authorised to take decisions back into their respective functions to agree implementation with local leadership teams.

Membership of the IGB with voting power will include:

- [All members of the FGB and the SIRO - headteacher]

Where relevant, guests will be invited to present papers or provide subject matter expertise.

**Quorum:**

- Representative of the FGB – NAME, SIRO – Mrs V McBrown and a Foundation Governor – Mrs S. Yeboah-Jackson (Chair of Governors).

**Agenda items will be approved by the Chair. Items will be resolved, where possible, through collaborative working unless a formal meeting is required.**

Formal recommendations are submitted to the Leadership Team or SIRO who will make any final decision. This group is a forum for free and frank provision of advice and exchange of views to support effective decision making for the organisation.

**Related Legislation**

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 1998 > The General Data Protection Regulations 2016
- Investigatory Powers Act 2016

- Requirements for respect for private life and freedom of expression in the Human Rights Act 1998.

#### **Related Documentation**

- Information Governance Strategy
- Information Policies, Standards and Guidance