TERMS OF REFERENCE FOR THE
INFORMATION GOVERNANCE STEERING GROUP (IGSG)

1. OBJECTIVES/ PURPOSE

The Information Governance Steering Group is a standing group accountable to the Finance Performance and Productivity Committee (FPPC) and via FPPC to Trust Board as required. Its purpose is to support and drive the broader information governance agenda and provide the FPPC with the assurance that effective information governance best practice mechanisms are in place within the organisation.

1.1.   **The objectives of the Group are to:**
- Ensure the Trust has effective Trust-wide Information Governance arrangements.
- Assess the current position of information governance throughout the Trust.
- Monitor and reduce any information governance risk using reported incidents.
- Prioritise the Information Governance Work Programme.
- Monitor and approve the Trusts Cyber Assurance Framework (CAF) – Data Security and Protection Toolkit (DSPT)
  - Through monitoring the three assurance groups.
- Audits Trust-wide Information Governance policies and arrangements.
- Receive and consider reports into breaches of Information Governance and where appropriate undertake or recommend remedial action.
- Review and formally approve information governance related reports, policies and procedures on behalf of the FPPC.
- Report on an exception basis to FPPC on Information Governance issues.
- Liaise with other Trust committees, working groups and programme boards in order to promote Information Governance issues.
- Publicise the Information Governance Strategy and policies Trust-wide
- Oversee and receive reports relating to the Information Asset Ownership framework.
- Receive assurance from the assurance groups as to compliance with the Cyber Assurance Framework (CAF) – Data Security and Protection Toolkit (DSPT)

1.2 Context

The group will be responsible for overseeing the improvement of Information Governance arrangements as evidenced through the Cyber Assurance Framework (CAF) – Data Security and Protection Toolkit (DSPT)self-assessment in the following areas:

- Managing Risk
- Protecting against cyber-attack and data breaches
- Detecting cyber security events
- Minimising the impact of incidents
- Using and sharing information appropriately

The work programme will be developed and implemented through two sub-committees and one virtual meeting group for the approval of data protection impact assessments:

- Information Security Assurance Group
- Data Quality Assurance Group
- Data Protection Impact Assessment Virtual Approval Group

1.3 The group will ensure that the assurance groups and virtual approval group:

- ➢ Develop and implement effective policies and management arrangements for their work area.
- ➢ Assess performance and position using the Cyber Assurance Framework (CAF) – Data Security and Protection Toolkit (DSPT) self-assessment.
- ➢ Develop, implement and monitor progress of an annual IG Improvement Plan.
- ➢ Effectively approve data protection impact assessments, and escalate any high-risk impact assessments to IGSG accordingly

2. GROUP MEMBERSHIP
2.1.　All members must comply with the stated objectives of the group.

2.2　Members
- Director of Finance/ Senior Information Risk Owner (Deputy Chair)
- Medical Director/ Caldicott Guardian (Chair)
- Associate Medical Director/ Deputy Caldicott Guardian
- Associate Director of Performance and Information

Following staff with Toolkit Responsibility
- Head of Information Governance and Data Protection Officer
- Head of Information
- Head of Care Records and Clinical Coding
- Head of IT (Information Security Officer)

Additional members
- Chief Clinical Information Officer

2.3　The group will be quorate when the following are present;

- SIRO and Deputy Caldicott Guardian
- SIRO or Deputy SIRO
- Caldicott Guardian or Deputy Caldicott Guardian
- Caldicott Guardian and Deputy SIRO
- Head of Information Governance and Data Protection Officer or their representative

3. Frequency of meetings
3.1 The Group will meet bi-monthly or more frequently if extraordinary events require.

4. Reporting
4.1 The Information Governance Steering Group will report to the Trust's FPPC.

5. Administration
5.1 The Information Governance Administrator will provide administration support and in their absence this support will be provided by members of the Information Governance Team. Papers will be circulated a week before the meeting and the draft minutes and actions will be circulated a week after the meeting.

6. Review of the Terms of Membership
6.1 Membership for the group and the Terms of Reference will be reviewed annually.