

Review of Governance Boards

Name of Board: **Information Management**

Date of Review: 3 September 2018

Period of Review: August 2017 to July 2018

Purpose

The Information Governance Board will support improvements to information management, information security, and compliance with information rights legislation. Poor information governance is a critical risk to the organisation, and corporate improvement initiatives require support from across the organisation. The Board will provide the engagement that is required between the Information Governance (IG) function and the business to assure effective management of this risk.

Group members are expected to:

- Attend regular IG Board meetings to represent the views and interests of their service areas.
- Feedback information from the group to all staff in the service areas they represent.
- Carry out reasonable tasks as required to support ongoing Information Governance projects.
- Seek out opportunities to raise the profile of the work carried out by the group.

Term of Reference	How ToR achieved	Self-Assessed Score
1 To oversee and provide leadership for Information Governance, ensuring the Council complies with statutory responsibilities and fulfils business requirements.	<p>Board represents good opportunity to oversee governance actions and push for governance actions to meet both statutory responsibilities such as GDPR and FoI and good practice, such as staff training.</p> <p>The Board regularly reviews performance on Freedom of Information, Subject Access Requests and Data Protection Acts requests and this has contributed to a high performance level. The Board also looks to learn from these cases to assist in delivering requests more efficiently e.g. suggesting data is made available on the Internet.</p> <p>The Board regularly reviews recent regulatory actions with a view to applying issues and learning lessons at HDC so that we can put prevent any occurrences.</p>	4

2	To provide services with engagement in, and oversight of, the planning, development, delivery and evaluation of projects and tasks that support effective Information Governance.	Board provides oversight of governance actions and assists in engagement but has not assisted too much in planning or delivering projects, except on GDPR. In the past year, workload has been dominated by GDPR and the Board played a key role in engaging with Services in ascertaining information, reviewing data, retention schedules and in generally keeping services delivering to the Project Plan. The project was not easy, but come deadline day, we were in a relatively good place.	3
3	To improve data standards and the quality of information systems, so new demands for information in business operations are fulfilled.	Not much work has been done on this but it is in the forward plan for the Board. However, the review of regulatory actions and our management of data requests do assist in keeping tabs through Board members on the quality of our information systems.	2
<p>General comments.</p> <p>Board members represent the views and interests of their service areas but attendance at meetings is not always consistent and comprehensive and so this is sometimes a little diluted. There is evidence that feedback on key issues is given back to Services. Over the last year, this has been dominated by GDPR, but issues on freedom of information, examples of data breaches, have all been shared.</p> <p>Where asked, several members have provided feedback on draft policies and reports such as GDPR Lessons Learnt and Data Protection Policy.</p> <p>The Board has a forward work plan that is regularly reviewed and amended.</p>			
Average Score			3
<p>Key to Self-Assessed Score</p> <p>Ranking: 5, excellent; 4, good; 3, fair; 2, improvement required; 1, poor.</p>			