

 <p>Derby City Council</p>	<p>Ver: 3</p> <p>Review Date: August 2026</p> <p>Document Owner: Senior Information Risk Owner (SIRO) & Data Protection Officer (DPO)</p>
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Information Governance Board - Terms of Reference (ToR)

1) Scope and Purpose

The Information Governance Board (IGB) will ensure that there is clear direction, visible ownership and management support for Information Governance across the Council.

The IGB will promote good practice on Information Governance and assurance through appropriate commitment and adequate resources.

The IGB consist of senior officers representing all Directorates of the Council and those with corporate responsibilities for Information Governance. The group will be chaired by the Council's Senior Information Risk Owner (SIRO), who will report on information governance matters to the SLT

The Board reports to the Governance Working Group and Strategic Leadership Team.

2) Membership

Chair: Andy Brammall - Director Digital & Customer Management (SIRO)
 [REDACTED] - Information Governance Manager & Data Protection Officer (DPO)
 Alison Parkin – Director of Financial Services
 [REDACTED] - Director of Adult Social Care (Caldicott Guardian)
 Jane Godfrey – Head of Policy & Insight
 Catherine O'Melia - Head of Children's Quality Assurance
 Alison Wynn – Assistant Director of Public Health
 Olu Idowu – Head of Lega,, Insurance & Information Governance Services
 Amanda Verran - Head of Business Support
 Liz Moore – Head of HR
 Ian Fullagar - Head of Strategic Housing Communities
 Mark Walker – Head of ICT – Infrastructure and Cyber Defence

Others for the duration of specific projects or priorities as required.

If a member of the Board cannot attend a meeting; then a suitable representative should be nominated to attend, who can present reports/updates, answer queries and feed back to the Board Member.

3) Roles and Responsibilities (including Members and the Chair)

The IGB will –

- Oversee the development of the Council's Information Governance policies, procedures and guidance and monitor and ensure compliance against these documents.
- Identify and address the information governance risks and any threats faced by the Council.
- Approve and support the implementation of the Information Governance Framework
- Identify and secure appropriate funding and resources to ensure compliance.

4) Terms of Reference (Key Objectives)

- To set and monitor the required standards for information governance across the Council.
- To provide leadership for strong information governance and risk management throughout the Council and with its partners.
- To promote information governance awareness with IGB members acting as information governance champions in their departments or corporately as appropriate to their role.
- To support with implementation of information governance initiatives
- To co-ordinate corporate and service information governance policies and practice to ensure a consistent and easily understood approach to information governance across the whole Council.
- To ensure the Council maintains compliance with the Health IG Toolkit.
- To support with the Information Governance Working Group annual programme of work

5) Meetings and Activities:

a) Scheduled Meetings

Meet at regular intervals, monthly or at least every two months.

b) Minutes /Actions and Communication

PA to the Director of Digital & Customer Management will record the minutes/actions. These will be stored in the meeting folder on the shared drive/SharePoint) and will be circulated to the attendees after the meeting.

6) Sub-groups / Workstreams

Information Governance Working Group

Information Security Working Group

7) Delegated Authority (Financial Approval Limits)

Not applicable.

8) Relationship / links with other Boards/Working Groups/ Partnerships/ Initiatives

Relevant updates to the Corporate Leadership Team & the Strategic Leadership Team

Derbyshire Information Governance IG Workstream (Built up of IG Reps for the NHS partners across Derbyshire, Derby City Council & Derbyshire County Council.)