

Appendix B

Information Risk Assurance Board - Terms of Reference	
Date approved:	2 nd November 2021
Approving body:	Information Risk Assurance Board
Purpose:	To develop, shape, assure and approve Information Governance strategic developments for Lambeth Council. To be responsibilities for assuring the SIRO and SMB on information governance risk management and compliance.
Membership:	<ul style="list-style-type: none"> • Senior Information Risk Owner (SIRO) • All Strategic Directors • Director of Legal and Governance • Director of Strategy and Communications • Director of Housing • Director of Environment and Streetscene • Director of Residents Experience and Digital
Chair:	SIRO
Quorum:	SIRO and Strategic Directors or a senior representative from each Strategic Directorate
Frequency of meetings:	Every six months.
Operation of the group:	The secretary to group will prepare an agenda for meetings with the chair to discuss issues that have been referred. Secretary to collate and circulate papers to those required to be at the meeting no less than four working days before the meeting.

Information Risk Assurance Board Meeting - Terms of Reference.

The meeting will be chaired by the SIRO and will consist of the Information Asset Owners for each of delivery Directorate together with Legal and Governance and Strategy and Communications. Members will provide high level oversight and support to the SIRO, determine the long-term information governance strategy, monitor progress against strategy and provides assurance that information risk is being properly assessed, controlled, and mitigated.

SIRO

Has overall ownership of the Council's Information Governance Framework and acts as champion for information governance. The SIRO will provide reports to the Strategic Management Board in respect of information incidents and risks. The SIRO will understand how the strategic goals of the Council may be impacted by information governance risks, how these risks may be managed and provide a focus for the management of information governance at Strategic Management Board level. The SIRO owns the management of information governance and risk assessment processes within the Council.

Directorate Representatives

Directorate representatives will adopt a strategic role for information governance and will be champions for information governance for their Directorate Management / Leadership teams. Directorate representatives will report on information governance matters to the Group and promote and develop a culture that values, protects, and uses information to deliver improved services; more specifically:

Compliance with the Information Governance Framework – promote and ensure awareness of Information Governance policies and working practices and procedures for the effective use and protection of information assets.

Information Management – be an advocate for and provide a focus for the management of information at Directorate Management / Leadership Team level.

Information Asset Information – support and promote the completion and maintenance of the Council's Information Asset Register. This will include providing oversight of the identification of information risks as part of this process.

Information Risk – support and promote the information risk assessment process providing assurance on security and use of information. This includes oversight of assessment, protection, response, and recovery actions.

Information Governance Culture – foster an effective Information Governance culture for employees and other relevant parties who access and use the Council's information assets to ensure individual responsibilities are understood, and that good working practices are adopted in accordance with Information Governance policies. A culture that values, protects, and uses information to deliver improved services.

London Borough of Lambeth
Information Risk Assurance Board

A meeting of the Information Risk Assurance Board will be held on: 2 November 2021

MEETING AGENDA

- 1. Welcome and Terms of Reference Endorsement**
- 2. Slide presentation: The IG Framework**
- 3. Future Meetings: What's next**
- 4. Questions and A.O.B**
- 5. Date of next meeting : April 2022 (TBC)**

PRESENTER

Matt Ginn

Matt Ginn/Donald Ford

Donald Ford