



Information Assurance Group - Terms of Reference

1. PURPOSE:

The Group will ensure that Birmingham Childrens Trust has effective policies, management arrangements and operational communications covering all aspects of the Information Assurance Framework. The SIRO will receive regular reports from nominated Lead Officers on activity that demonstrates compliance with the Information Assurance Framework.

2. ACCOUNTABILITY:

The Information Assurance Group will report to the BCT Executive Team.

3. BACKGROUND TO THE TASK:

The group is to develop and ensure ongoing compliance with the ten themes in the Information Assurance framework as follows.

1. Governance
2. Policies, Standards and guidelines
3. Data Inventory
4. Strategy and risk assessment
5. Procedures and controls
6. Information Security
7. Third Party Management
8. Regulatory Compliance
9. Incident Management and Response
10. Training and awareness

4. CHAIR & MEMBERSHIP:

Chair - Director of Finance and Resources (& Senior Information Risk Officer (SIRO))

The Chair will invite relevant staff and to be part of the group and membership may change over time. Other staff may be involved in more specific task and finish groups.

If named members are unable to attend, a relevant substitute must attend in their place.

Membership June 2023

- Lee Yale-Helms Senior Information Risk Officer (SIRO) (Chair)
- Tony Elliott Head of ICT and CIO (Deputy SIRO & Chair in the absence of the SIRO)
- Su De Data Protection Officer (DPO)
- Nicola Carter Data Protection Support Analyst
- Graham Tilby Caldicott Guardian / Operational Rep
- Andrew Tombs Deputy Caldicott Guardian
- Craig Price / Louise Milner Trust Internal Audit (BCC)
- Parminder Bhomra Legal (BCC)
- TBA IAO Lead

5. MEETING ARRANGEMENTS:

Every 2 months (initiated in Sept 2018).

6. RIGHTS AND AUTHORITY:

The Group will:

- Own and approve the terms of reference for the Group on behalf of the Trust
- Ensure adequate support and training is provided to the individuals taking a role in the group.
- Advise on and supervise management of Information risk.
- Ensure Trust - wide implementation of the Information Assurance Framework.
- Critique, approve, monitor delivery and annually refresh Information Assurance plans.
- Advise on Trust operational engagement on Information Assurance work.
- Ensure the Trust undertakes or commissions annual assessments and audits of its Information Assurance Framework and Policies, protocols and arrangements.
- Review any key information security incidents that have occurred and where appropriate ensure or recommend any remedial action required.
- Oversee management of data breaches and the management process.
- Monitor the progress of all Information Assurance projects and action plans following security incidents
- Monitor Trust-wide completion of Information Assurance and Information Security mandatory training.
- Formal monitoring of the performance against the Trusts Information Security strategy.
- Ensure that CLT formally ratify all Information Assurance and Security policies.
- Monitor performance against the Council's Cyber Security Strategy
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7. REPORTING ARRANGEMENTS:

- Notes of the meeting will be produced by the Data Protection Support Analyst .

- The notes will be circulated to Group Members.
- An overall report will be provided to the Trust Executive Team every **three** months following the scheduled IAGs.

8. BOARD FACILITATION:

- Agenda will be distributed before the meeting.
- Papers will be distributed at least 2 working days in advance of the meeting.
- Late papers should be exceptional and agreed with Chair in advance.
- Meeting notes and the report for the Trust Executive team will be provided within seven days of the meeting and cleared by the Chair before being circulated to all attendees.

9. ROLES

Senior Information Risk Officer (SIRO)

- Lead and foster a culture that values, protects and uses information for the public good
- Own the overall Information Assurance Framework, test its outcome and ensure it is used

Head of ICT and CIO (Deputy SIRO)

- Trust ICT strategy development and delivery.
- Trust ICT BAU Operations and Support Services Agreement (BCC) contract management and delivery
- Lead Information Assurance Activity and delivery.

Data Protection Officer (DPO)

- Assist monitoring of internal compliance
- Inform and advise on data protection obligations
- Provide advice regarding Data Protection Impact Assessments (DPIAs)
- Contact point for data subjects and the supervisory authority.
- Lead on assigned elements of the Information

Caldicott Guardian

- Ensure that the personal information about those who use its services is used legally, ethically and appropriately and that confidentiality is maintained.
- Provide leadership and informed guidance on complex matters involving confidentiality and information sharing.

Operational AD / IAO Lead

- Provide guidance and update briefings to key operational people and Information Asset owners (IAOs) that cover all Trust Operational Areas
- Provide feedback from these communities to the IAG as appropriate to ensure their interests are appropriately represented.

Trust Internal Audit (BCC)

- Provide independent challenge, advice and recommendations on Trust Information Assurance compliance.
- Provide Feedback from the BCC Information Assurance Board

Legal (BCC)

- Provide technical legal advice on Information Assurance matters