

DOCUMENTATION/FUNCTION - INFORMATION GOVERNANCE POLICY

<b>IMPLEMENTATION</b>				
<b>Target Population</b>	<b>Senior management, officers, members, public</b>			
<b>Duty</b>	<b>To implement information governance best practice, facilitating efficient business processes, excellent customer service delivery and legislative compliance to create a knowledge management environment.</b>			
<b>Training Requirements</b>	<b>Members, Managers and staff.</b>			
<b>Lead Officer</b>	<b>Assistant Director, Finance and HR</b>			
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
AWARENESS (keeping it live in people's minds)	Corporate Information Governance Policy and Strategy approved by Cabinet.	Completed - December 2009	Formal approved of Policy and Strategy. Members aware of the importance of information governance.	Head of Corporate Assurance
	Establish Systems and Information Governance Group (SIGG) as accountable for delivery of the Council's information governance programme.	Established	SIGG established as accountable for delivery of the information governance programme.	Head of Corporate Assurance/Information Security Manager
	Strategic framework of policies and procedures, standards and guidance.	Established	Development and implementation of standardised information governance policies and practice throughout the Council.	Head of Corporate Assurance/Information Security Manager
	Distribute Members Guide to Information Governance to all Members	Completed	Raised awareness amongst elected members of their responsibilities and importance of information governance	Head of Democratic and Customer Services
	Information governance discussions/presentations at management/service team meetings.	Cyclical	Raised awareness amongst managers of their responsibilities and importance of information governance	Head of Corporate Assurance/Information Security Manager

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	Roll out of mandatory online information governance courses for staff	Completed	Raised awareness amongst staff of their responsibilities and importance of information governance	Head of Corporate Assurance/Information Security Manager
	Distribute Users Guide to Information Security to staff without access to ICT	Completed	Raised awareness amongst staff of their responsibilities and importance of information security	Head of Corporate Assurance/Information Security Manager
MONITORING (keeping it effective – recording when it happens)	Delivery of the information governance programme monitored by SIGG	Six – monthly	Information governance issues addressed by senior officers	Head of Corporate Assurance/Information Security Manager
	Delivery of the information governance programme monitored by the Audit Committee	Six - monthly	Programme implementation monitored by Members	Head of Corporate Assurance/Information Security Manager
REVIEW (keeping it up to date)	Review strategic framework of policies and procedures, standards and guidance	Cyclical	Strategic framework remains up-to-date and relevant	Corporate Information Governance Group