



SLMS Information Governance Steering Group Terms of Reference

1. Document information

Document name	SLMS-IG01 SLMS Information Governance Steering Group Terms of Reference
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Next review	Three years

2. Document history

Version	Date	Summary of change
0.1	04/12/2012	First draft for discussion
0.2	14/12/2012	Incorporated comments from John Duncan
0.3	28/02/2013	Incorporating feedback from Bridget Kenyon and general update
0.4	26/6/2013	Revised membership following meeting with Prof Hart
1.0	02/08/2013	Approved by Chair of SLMS IGSG
1.1	15/04/2014	Added elements to support ISMS & changed font T. Peacock
2.0	06/05/2014	Approved by Chair of SLMS IGSG
2.1	27/11/2014	Audit actions incorporated
2.2	05/12/2014	Incorporated feedback from Bridget Kenyon and Kim Kingan
3.0	11/12/2014	Approved by Chair of SLMS IGSG
3.1	24/02/2015	Membership list updated
3.2	27/01/2016	Reviewed focus of the group; clarified sections; re-structured appendix 1
3.3	08/02/2016	Included feedback from Kim Kingan - reviewed focus of the group; clarified sections; re-structured appendix 1
3.4	18/02/2016	G Hart and T Peacock – clarify roles of core and advisory members of the group
4.0	22/02/2016	Approved by Chair of SLMS IGSG
4.1	11/11/2017	Change of personnel
5.0	27/11/2017	Approved by Chair of the IG Steering Group

1. Objective

- 1.1** The purpose of the SLMS Information Governance Steering Group is to support and drive the broader information governance agenda, ensure effective management of information risk and provide the SLMS Senior Executive Group (SEG) with the assurance that adequate mechanisms for information governance are in operation within the SLMS.

2. Composition

2.1 Membership

The members of this group as set out in Appendix 1 shall be appointed and reviewed annually by the SEG.

2.2 Core members

Those who are responsible for the key aspects of IG within the SLMS and representative senior researchers form the core membership. These members attend all meetings.

2.3 Advisory members

The advisory group includes representatives from other appropriate areas of UCL and its partner organisations. Members of this group are invited when relevant topics are to be discussed. All members are invited to attend an annual meeting.

2.4 The chair

The SIRO and Information Governance Lead will chair the group.

3. Meetings

3.1 Frequency

IG Steering Group meetings may be held face-to face, by telephone, videoconference, or other electronic means.

The Group will meet at least once per term to fulfil its remit and to provide the SEG with regular reports.

Members are required to be fully prepared for each meeting, having read the documentation in advance, and have made every reasonable effort to attend each meeting.

The Group reserves the right to obtain any professional advice it requires and invite external experts and relevant staff representatives to attend meetings.

3.2 Quorum

A meeting will be deemed to be quorate when at least three members identified in Appendix 1, or their nominated deputies are present. Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine.

3.3 Agenda and papers

The agenda comprises reports or briefings from each of the IG areas, updates on progress with work programmes, and policy, process and procedure reviews. Standing agenda items include:

- Status of actions from previous management reviews
- Internal and external developments affecting information security objectives
- Monitoring and evaluation of progress, including review of audit results
- Non-conformities and corrective actions
- Review of risk assessment and risk treatment plan
- Review and approval of policies and procedures
- Fulfilment of information security objectives
- AoB

3.4 Actions/decisions

Decisions will be reached by consensus or a majority vote if agreement cannot be reached. In the event of a tie the chair will have the casting vote. Actions/decisions will be noted from the meeting and circulated to members for approval/action before the next IG Steering Group. Information governance related policies and procedures will be approved by the Steering Group.

4. Remit

4.1 Key responsibilities of the Information Governance Steering Group

- To define objectives for the SLMS IG Framework
- To receive quarterly reports on the IG Framework performance and progress against objectives
- Gain feedback from interested parties that may affect objectives
- To ensure that new SLMS policies and procedures meet the objectives of the SLMS IG Framework

The Group serves as a focus for informed decision making about the effective management and continual improvement of SLMS information risks

4.2 Management and accountability

The SLMS Information Governance Steering Group is a standing committee accountable to the SLMS Senior Executive Group (SEG). The SIRO and chair of the IG steering group are members of the SEG and provide regular and annual reports to SEG on the Group's progress and agenda items which may need SEG level approval.

4.3 Authority

The Steering Group is authorised by the SEG to investigate any activity within its Terms of Reference and to request from any employee the information it requires to conduct the investigation.

5. Evaluation and review

5.1 To ensure that the Steering Group is fulfilling its duties, it will:

- undertake an annual self-assessment of its performance against the Terms of Reference and the metrics detailed in SLMS-IG03 Information Governance Policy and
- provide any information the SEG may request to facilitate its review of the Group's performance and its members

Appendix 1 – IG Steering Group Membership

Name	Role
Core members	
Graham Hart	Dean, Faculty of Population Health Sciences (SIRO)
Trevor Peacock	Information Governance Lead – IT for SLMS, UCL (Secretary) and Head of Information Security – ISD, UCL
Anthony Peacock	Service Owner – Head of Windows Infrastructure Services – ISD, UCL
Lee Shailer	Data Protection Officer - UCL
Jack Hindley	Information Governance Officer – IT for SLMS, UCL
Diran Solanke	Head of UCL Research Contracts
Academic and user representation	
Professor John Duncan	Faculty of Brain Sciences (copied in on minutes, does not attend)
Dr Richard Gilson	Faculty of Population Health Sciences - Identifiable Data Handling User Group Chair
Nathan Lea	Farr Institute
TBC	Faculty of Life Sciences
TBC	Faculty of Medical Sciences
Advisory members	
Awaiting replacement	Head of IG, UCL Partners
Awaiting replacement	UCLH Information Governance Manager
Awaiting replacement	GOSH Head of Information Governance
Awaiting replacement	Manager, Jill Dando Institute Research Laboratory
TBC	Joint Biomedical Research Unit