

Information Governance (IG) Work Programme 2015/16

No	Task	Completion date	Progress as at July 2015
1	Administer FOI/EIR/DPA requests, appeals and associated correspondence from the ICO.	Ongoing	Ongoing
2	Continue the provision of additional services to schools within and outside the area to generate agreed income. Market prospective customers as co-ordinated to do so by Delivery & Planning.	On-going	Ongoing
3	Keep TORCH site up to date to support the above.	On going	Ongoing
4	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	Ongoing	Ongoing
5	Support service areas to address any information security risks that arise.	Ongoing	Ongoing
6	Support information sharing and the production of information sharing agreements.	Ongoing	Ongoing
7	Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications.	Ongoing.	Ongoing
8	<p>Agree and deliver an IG training and awareness programme.</p> <p>Assess numbers completing the IG training module.</p>	<p>Agree programme (with SIRO) – End May 15.</p> <p>Deliver programme throughout 15-16.</p> <p>Review Ollie training take up by end of June 2015.</p>	<p>Programme agreed with SIRO.</p> <p>Programme currently being delivered.</p> <p>Review complete and further promotion to be undertaken.</p>

9	Update compliance work programme and undertake activities including records management.	Review and agree updated compliance programme by end of May 15. Ongoing for completing compliance activities.	Programme agreed. Ongoing.
10	File and folder accesses review and rationalisation.	End of May 2015 (for IG to agree future actions for ICT on this)	Complete but further report being taken to SMT by ICT in October 2015.
11	Complete Ollie module for classification scheme and promote scheme and policy.	End of July 2015	Item deferred so revised date is December 2015
12	Keep the IG security framework up to date including the Corporate Information Security Policy (CISP). Disseminate changes across the Council. Review CISP	Review framework—End September 15. Disseminate any changes as and when required. Review CISP by end of March 16	Framework updated and revised CISP in place. Any changes have been disseminated via staff news and managers briefing. Review will be completed by this date.
13	Report to the Audit Committee on progress against the work programme and any issues arising.	September 2015 June 2016	Ongoing
14	Implement findings of the IG framework audit	End of November 2015	Implementation will be achieved by Nov 15.
15	Review and update intranet and internet pages for FOI and DPA.	Internet content reviewed on an on-going basis but full review of content by end Dec 15.	Review is on-going with a full review scheduled for completion by end Dec 15.
16	Complete N3 connection assessment for central government.	March 16.	Work item scheduled.