

Information Governance (IG) Work Programme 2015/16

No	Task	Completion date
1	Administer FOI/EIR/DPA requests, appeals and associated correspondence from the ICO.	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
3	Keep TORCH site up to date to support the above.	On going
4	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	Ongoing
5	Support service areas to address any information security risks that arise.	Ongoing
6	Support information sharing and the production of information sharing agreements.	Ongoing
7	Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications.	Ongoing.
8	Agree and deliver an IG training and awareness programme. Assess numbers completing the IG training module.	Agree programme (with SIRO) – End May 15. Deliver programme throughout 15-16. Review Ollie training take up by end of June 2015.
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.
10	File and folder accesses review and rationalisation.	End of May 2015 (for IG to agree future actions for ICT on this)
11	Complete Ollie module for classification scheme and promote scheme and policy.	End of July 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 and agree this with Audit Committee –End September 15. Disseminate any changes as and when required. Review CISP by end of March 16

No	Task	Completion date
13	Report to the Audit Committee on progress against the work programme and any issues arising.	September 2015 June 2016
14	Implement findings of the IG framework audit	End of November 2015
15	Review and update intranet and internet pages for FOI and DPA.	Internet content reviewed on an ongoing basis but full review of content by end Dec 15.
16	Complete N3 connection assessment for central government.	March 16.