



Strategic Information Governance Group (SIGG)

Terms of Reference

Version History

File reference	Date	Author/amend	Description	Status
SIGG - TOR	6 th February		Feedback changes	Draft
SIGG TOR	21 st March 2025		Final	Version 1

Summary

The Strategic Information Governance Group (SIGG) is established to provide strategic leadership, guidance, and support for information governance and management across Midlothian Council. The SIGG will ensure compliance with legislative and regulatory requirements and promote best practices in handling, storing, and sharing information.

1.0 Purpose

- 1.1 The SIGG is responsible for overseeing the Council's information governance strategy and ensuring that information is managed effectively to support service delivery while mitigating risks associated with data handling.

2.0 Roles and Responsibilities

- 2.1 The SIGG plays a vital role in ensuring that the Council adopts and implements best practices in information governance. It provides oversight, direction, and support to ensure compliance with regulations and policies, while also fostering a culture of records management, information security and awareness.

The SIGG will:

- **Provide strategic direction on information governance matters.** Ensuring a clear vision and alignment with the Council's goals.
- **Develop and maintain an Information Governance Strategy and ensure its implementation through the annual SIGG action plan.** Establishing a roadmap for continuous improvement in information governance.
- **Monitor compliance with legislative and regulatory requirements.** Ensuring adherence to data protection and records management laws and best practices.
- **Identify and manage risks related to information governance.** Assessing potential threats and implementing mitigation strategies.

- **Promote a culture of information security and awareness across the Council.** Encouraging good data handling practices through training and communication.
- **Provides compliance recommendations and aligns with quality standards and operational efficiency.**
- **Supports innovation and problem solving.** Providing guidance to services working with data or exploring automation and AI
- **Ensure adequate resources and training for information governance initiatives.** Providing staff with the tools and knowledge necessary to manage information securely.
- **Oversee data protection, records management, information security, and data sharing practices.** Maintaining policies and practices that protect Council data.
- **Ensure that Directorate SIGG members fulfil their commitments in supporting Council services.** Encouraging accountability and active participation.
- **Report assurance progress and issues to the Corporate Management Team via the Senior Information Risk Owner (SIRO).** Maintaining transparency and regular reporting under the 'compliance' standing agenda item.

3.0 Membership

3.1 The SIGG will comprise of subject matter experts and representatives from each directorate whose focus will be to push SIGG outcomes (with CMT support)

- **Senior Information Risk Owner (SIRO) (Chair).** Provides overall leadership and direction.
- **Cyber Security and Information Governance Manager.** Ensures technical security measures are in place.
- **Data Protection Officer.** Oversees compliance with data protection laws.
- **Information Compliance Officer.** Manages regulatory and legal compliance aspects.
- **Democratic and Document Services Records Team Lead.** Oversees document and records management.
- **Principal Solicitor.** Provides legal guidance on information governance matters.

- **Principal Data and Information Officer.** Ensures data management practices align with strategic objectives.
- **Internal Audit Representative.** Ensures robust governance and internal compliance.
- **Compliance Manager.** Supports data protection and Records Management compliance
- **Directorate Representatives.** Provide insights and oversight within their respective service areas:
 - **Place: Lead Performance and Improvement Officer.**
 - **Children, Young People, and Partnerships (CYPP): Learning Estate Resource Officer.**
 - **Health and Social Care (HSC): Performance Programme Manager (NHS).**

4.0 Governance and Reporting

- 4.1 To ensure accountability and effective oversight, the SIGG operates within a structured governance framework that supports informed decision-making and transparent reporting.
- **The SIRO will oversee the work of the SIGG and ensure alignment with corporate priorities.** Providing leadership and high-level direction.
 - **The SIGG will meet quarterly to monitor progress, identify risks, and amend the action plan as necessary.** Ensuring regular review and responsiveness. Meetings will where possible be aligned with CMT reporting. Adhoc meetings can still be held by relevant group members outwith the meeting cycle.
 - **Progress reports will be submitted to the Corporate Management Team via the SIRO.** Keeping senior management informed.
 - **The SIGG will coordinate with information management specialists to ensure implementation and compliance across all council services.** Facilitating collaboration and expertise-sharing.

5.0 Meeting Structure

- 5.1 To facilitate effective governance, the SIGG adheres to a structured meeting framework that ensures consistent monitoring and decision-making.

- **SIGG meetings will be held quarterly.** Regular check-ins to ensure progress.
- **Additional meetings may be scheduled as needed.** Allowing flexibility for urgent matters.
- **Agendas will be circulated in advance, and minutes will be recorded for accountability.** Ensuring clear communication and follow-up.

6.0 Key areas of action

6.1 The SIGG focuses on essential areas of information governance to ensure data is managed securely, compliantly and efficiently across the Council.

- **Risk Management.** Identifying, assessing, and mitigating risks associated with information Governance
- **Information Commissioner's Office /Scottish Information Commissioner /National Records of Scotland recommendations.** Action tracking and reporting
- **Training and Awareness.** Providing employees with necessary knowledge to manage information responsibly.
- **Records Management.** Ensuring proper storage, retrieval, and disposal of records in compliance with legislation.
- **Security for Personal Data.** Implementing measures to protect sensitive information from breaches and unauthorised access.
- **Data Sharing.** Developing secure and lawful data-sharing processes with internal and external partners

6.0 Review

A periodic review ensures that the SIGG remains aligned with evolving information governance needs and regulatory requirements.

- **These Terms of Reference will be reviewed annually to ensure they remain relevant and effective in supporting the Council's information governance objectives.** Adjustments will be made as needed to reflect changes in best practices and regulations.