

Essex County Council
Information Services
PO Box 11,
County Hall
Chelmsford
Essex CM1 1QH

Date: 22nd August 2012
Our ref: ECC-023325-12

Dear Mr Chilvers,

Thank you for your request under the Freedom of Information Act regarding our Information Governance resources, meetings and policies.

Please find the answers to your questions below and attached to this letter.

1. List of positions within the council that as part of their role either enforce or contribute to Information Governance (including, but not limited to, Data Protection, Freedom of Information, Environmental Information Regulations, IT Security etc).

- IS Head of Information Management
 - IS Business Officer – Information Management
 - IS Business Officer – Information Governance
- IS Head of Security
 - IS Business Officer – IS Security
- Chief Information Officer
- Director for Safeguarding Practice and Development
- Director for Children's Social Care and YOS
- Information Compliance Auditor
- Information Champions – NB – These are roles in addition to a primary job; they are not positions in themselves. If you would like a list of job titles associated with these roles then we will be happy to provide it.
- Information Governance Team – SCF
 - Information Governance Manager
 - Access to Records Coordinator
 - Information Governance Officer
 - Information Governance Apprentice
- Internal Standards and Governance Team – AHCW
 - Senior Informatics Officer
 - Informatics Officer



- Corporate Law and Governance Team
 - Governance Lawyer
 - Assistant Director - Corporate LAW – Monitoring Officer

2. Copies of minutes for your governance groups that have responsibility for or contribute to Information Governance with a copy of their Terms of Reference.

We apologise that we are in the process of collating the numerous minutes that you have requested. This has taken longer than expected we therefore commit to providing you with this information by Tuesday 28th August 2012.

Please find attached a copy of the Terms of Reference for the meetings for the last two years.

3. Copies of your current policies that reference or directly govern Information Governance and/or Security within the council.

<http://i-net.essexcc.gov.uk/vip8/intranet/INet/display/content/index.jsp?sectionOid=309&guideOid=131343>

Please find attached copies of our Policies & Standards.

I trust this information satisfies your request. However, should you require anything further, please contact me and I will endeavour to assist you further.

If you are not satisfied with my response to your request, please let me know. If I am unable to resolve the issue immediately, I will explain our complaints procedure.

If, after following our complaints procedure, you are still not satisfied, you are entitled to ask the Information Commissioner to review our decision. You can contact him at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 01625 454700

Yours sincerely

Joanna Clarke
IS Business Officer
Information Services
Transformation Directorate
Internet: www.essex.gov.uk