POLICY AND GUIDANCE
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1. Purpose

Management shall demonstrate leadership and commitment with respect to the ISMS and shall review the organization's information security management system at planned intervals to ensure its continuing suitability, adequacy and effectiveness.

This document defines the process for performing and recording a Management Review of the information security management system (ISMS). The main goal of the management review is to assess the relevance and compliance of the ISMS to our business objectives and the ISO 27001 Standard. This supports the continuous improvement of the ISMS.

The key outputs from the management review are:
- Revised objectives and policy
- Reviewed risk register
- System improvements

2. Scope

The management process to review ISMS compliance data.

Compliance data will be prepared and reviewed for areas including:
- Objectives and policy
- Risks
- ISMS Processes

3. Responsibilities

The Information Security Manager (ISM) is responsible for:
- Scheduling management reviews on a regular basis – at least twice yearly
- Assigning responsibilities for collecting compliance data to staff
- Accepting and closing the management review record in Q-Pulse.

The members of the Information Security Steering Group (ISSG) are responsible for:
- Attending the ISSG meetings
- Reviewing the suitability of the ISMS objectives (ISMS-02-12)
- Reviewing the ISMS risk register for suitability and compliance
- Assigning actions for improving the ISMS
- Approving the scope and information security policy

The Process Owners are responsible for:
- Providing compliance data to the ISM in preparation for the management review

4. Procedure

4.1. Preparation

Management Review meetings are to be held at least twice a year. The ISM will schedule the management reviews with the ISSG and record the meeting date within the Q-Pulse audits module. Management Review records will be assigned to the Management Review calendar.

The ISM will allocate responsibilities to staff for the preparation of compliance data. This data will be presented to the ISSG during the management review. Process owners are responsible for reviewing and representing their process during the meeting.

4.2. Creating the Management Review record

The management review shall be created on the "Management Review" calendar in the Audit module of Q-Pulse (see Internal Audit SOP (SOP-04-05) for details of how to create an audit record). Any staff required to provide compliance data for the audit shall be added to the Auditor section of the record card and each person shall be provided with details of what they are required to provide ahead of the meeting.

4.3. Preparation of compliance data for the Management Review

Staff that have been asked by the ISM to prepare compliance data will collate and prepare data from the previous 6 months for their allocated area. Each section of the "System Performance" agenda point will require a summary of the data collected and a comparison to the performance of the system at the previous management review, where applicable. The preferred format for the presentation of compliance data will be agreed with the ISM and will be made available to the ISM before the management review.

4.4. Circulating the agenda

The ISM will update the agenda before distribution to account for system changes and security incidents which may require attention by the ISSG. Additional items for the agenda may be supplied to the ISM prior to the meeting, or they may be discussed in the "Any Other Business" section. The agenda will be distributed to the ISSG members on the management review agenda template (TEMP-06) 2 weeks prior to the meeting.

4.5. Conducting the meeting and follow-up of actions

The findings and conclusions are recorded in the form of minutes on the meeting minutes template (TEMP-04). The minutes will be attached to the Q-Pulse record in the properties section, along with the agenda for the meeting. Actions raised during the meeting will be recorded on the management review record in Q-Pulse; recorded actions will then be tracked and closed via the Actions module. Raised actions will be given a severity of "Improvement" to distinguish them from non-conformances, and they will be given an action number starting with "MR-". The ISM will assign owners to each of the actions. The action owners will then process the action as detailed in SOP-02-03.
The ISM will review the progress of the actions and will close the management review record once all actions have been completed.

5. Cross-referenced ISMS Documents

Number	Type	Title

ISMS-02-12	ISMS\Policy & Guidance\ISMS Management - policy & guidance	Information Security Measures
SOP-02-03	ISMS\SOP\ISMS Management - SOP	Managing Security Events and Weaknesses
SOP-04-05	ISMS\SOP\ISMS Improvement - SOP	ISMS Internal Auditing
TEMP-04	Templates	Meeting Minutes Template
TEMP-06	Templates	ISMS Management Review Agenda
ISMS-02-05	ISMS\Policy & Guidance\ISMS Management - policy & guidance	Risk Management Process

6. Appendices

None