

TERMS OF REFERENCE FOR THE INFORMATION GOVERNANCE STEERING GROUP (IGSG)

1. OBJECTIVES/ PURPOSE

The Information Governance Steering Group is a standing group accountable to the Trust Board. Its purpose is to support and drive the broader information governance agenda and provide the Trust Board with the assurance that effective information governance best practice mechanisms are in place within the organisation.

1.1. The objectives of the Group are to:

- Ensure the Trust has effective Trust-wide Information Governance arrangements.
- Assess the current position.
- Monitor and reduce any information governance risk using reported incidents.
- Prioritise the Information Governance Work Programme.
- Monitor and approve the Trust Information Governance Toolkit Assessment:
 - Through monitoring the three assurance groups.
- Audits Trust-wide Information Governance policies and arrangements.
- Receive and consider reports into breaches of Information Governance and where appropriate undertake or recommend remedial action.
- Review and formally approve information governance related reports, policies and procedures on behalf of the Trust Board.
- Report as applicable to the Trust Board on Information Governance issues.
- Liaise with other Trust committees, working groups and programme boards in order to promote Information Governance issues.
- Publicise the Information Governance Strategy and policies Trust-wide
- Oversee and receive reports relating to the Information Asset Ownership framework.
- Receive assurance from the security assurance group as to compliance with ISO27001 standards.

1.2. Context

The group will be responsible for overseeing the improvement of Information Governance arrangements as evidenced through the Information Governance Toolkit self assessment in the following areas:

- Information Governance Management
- Data Protection
- Confidentiality Code of Practice
- Care/ Health Records
- Freedom of Information (including Corporate Records Management)

- Information Quality Assurance
- Information Security

The work programme will be developed and implemented through three sub-committees:

- Information Governance Assurance Group (*comprising of Data Protection and Confidentiality, Clinical Information and Corporate Records Management Groups*)
- Information Quality Assurance and Information Security
- Secondary Use Assurance

1.3. The group will ensure that the assurance groups:

- Develops and implements effective policies and management arrangements for their work area.
- Assesses its performance and position using the Information Governance Toolkit self-assessment.
- Develops, implements and monitors progress of an annual IG Improvement Plan.

2. GROUP MEMBERSHIP

2.1. All members must comply with the stated objectives of the group.

2.2. Members

- Executive Director of Resources/ Senior Information Risk Owner (Chair)
- Medical Director/ Caldicott Guardian (Deputy Chair)
- Associate Medical Director/ Deputy Caldicott Guardian
- Director of Infrastructure & Asset Management (Deputy SIRO)

Following staff with Toolkit Responsibility

- Head of Information Governance (Data Protection Officer)
- Director or Deputy Director of Information Services
- Head of Care Records and Clinical Coding
- Head of IT (Information Security Officer)

Additional Invites

- Chief Clinical Information Officer
- Senior Operations Lead

2.3. The group will be quorate when the following are present;

- SIRO or Deputy SIRO
- Caldicott Guardian/ Deputy Caldicott Guardian
- Head of Information Governance or Head of Care Records and Clinical Coding

3. Frequency of meetings

3.1. The Group will meet bi-monthly or if extraordinary events require.

4. Reporting

- 4.1. The Information Governance Steering Group will report to Trust Board through the Exec members of the steering group.

5. Review of the Terms of Membership

- 5.1. The terms of membership of the Group will be agreed at the inaugural meeting and will then occur once a year, usually annually from then.