Information Governance Board

Terms of reference

1. Purpose

1.1. The purpose of the Information Governance Board is to oversee the development of information management strategy and policy; drive the broader information governance agenda and provide the Executive Board with the assurance that effective information governance best practice mechanisms are in place within the organisation.

2. Composition

Membership

2.1. The members comprise of the Senior Information Risk Officer (SIRO)/Chair, the Chief Financial Officer, the Data Protection Officer/Head of Information Governance, the Caldicott Guardian, the Group IT Director, the Director of Improving Children's Services, the Head of Quality for Adult Services and an Administrator. The current membership list can be found in Appendix 1.

Attendance

2.2. All members of this Board are required to attend meetings set or send representation in their absence for continuity purposes. Members should provide brief progress reports on their specific areas of work and bring pieces of work to the group for discussion and approval as appropriate.

3. Meetings

Frequency

3.1. The group will meet quarterly and then provide routine reports to the Executive Board.

Agenda and Papers

3.2. The agenda comprises of a series of reports or briefings from each member containing updates on progress with work programmes and any identified agenda items as appropriate. The meeting agenda and supporting papers will be distributed at least 5 working days in advance of the meetings to allow time for members to give due consideration to the issues. All papers will clearly state the agenda reference, the author and the purpose of the paper, together with the action to be taken.

Minutes

3.3. Formal minutes will be kept of the proceedings and submitted to the Chair for approval at the next meeting.

Other

3.4. In order to fulfil its remit, the Information Governance Board may obtain any professional advice it requires and invite, if necessary, external experts and relevant employee representatives to attend meetings.

4. Review

4.1. Key responsibilities of the Information Governance Board:

- To ensure that an appropriate comprehensive information governance framework and systems are in place throughout the organisation in line with national standards.

- To inform the review of the Organisation's management and accountability arrangements for Information Governance.

- To maintain the currency of the Information Governance policy and the associated implementation strategy.

- To sign-off the annual NHS Data Protection and Security Toolkit.

- To manage the Organisation's Information Governance work programme.

- To ensure that the Organisation's approach to Information Governance is communicated to all employees and made available to the public.

- To coordinate the activities of employees regarding data protection, confidentiality, security, information quality and records management.

- To offer support, advice and guidance to the Caldicott Function and Data Protection programme within the Organisation.

- To monitor the Organisation's information handling activities to ensure compliance with law and guidance.

- To ensure that training made available by the Organisation is taken up by employees as necessary to support their role.

- To provide a focal point for the resolution and/or discussion of Information Governance issues.

5. Management and Accountability

5.1. The Information Governance Board's Chair will report back to Executive Board on progress and agenda items which may need Board of Directors level approval. The Chief Executive has overall accountability for ensuring that the organisation operates in accordance with the law with the support of his/her subordinates.

6. Authority

6.1. The Information Governance Board is authorised by the Executive Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made. The Information Governance Board is also authorised to implement any activity which is in line with the terms of reference as part of its work programme.