NHS Ayrshire & Arran

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Meeting:	**Ayrshire and Arran NHS Board**
Meeting date:	**Monday 30 November 2020**
Title:	**Information Governance Committee meeting and workshop on 9 November 2020 - report to NHS Board**
Responsible Director:	**Dr Crawford McGuffie, Medical Director**
Report Author:	**Mrs Jillian Neilson, Head of Information Governance and Data Protection Officer**

1. Purpose

This is presented to the Board for: Discussion.

This paper relates to: Local policy to ensure good governance practice in reporting from board committees

This aligns to the NHS Scotland quality ambitions of Safe, Effective and Person Centred. Good governance practice supports the effective delivery of services across the organisation.

2. Report summary

2.1 Situation

This report provides information to Board Members on key issues discussed within the Governance Committee's remit, in order to provide assurance to the Board that those matters have been identified and are being addressed, where required.

2.2 Background

The Board Model Standing Orders advises that Board meeting papers will include the minutes of committee meetings which the relevant committee has approved. To ensure that there is no delay in reporting from committees this paper provides a timely update on key issues from committees.

2.3 Assessment

Key issues discussed/agreed by Committee are noted below. Identification of organisational risks, stakeholder considerations and other impacts were included in papers to the Committee.

- Information Governance Committee (IGC) workshop – Committee members received presentations on information governance/data protection, corporate and health records management and cyber security.

  Committee members discussed the IGC's role, remit and duties to ensure robust information governance, specifically in the context of organisational activity to progress re-mobilisation and strategic priorities, such as the Caring for Ayrshire programme. Committee members considered the IGC's scope and reporting arrangements. Workshop outcomes will be used to develop the Committee's work plan and reporting schedule for discussion and approval at the next meeting on 8 February 2021.

- Freedom of Information (FOI) – Committee members noted that similar to other NHS Scotland Boards, following a reduction in FOI requests due to the COVID-19 emergency situation, activity had significantly increased in recent months.   Committee members were assured that while there had been a dip in performance in the early stages of the pandemic, partly due to the repeal of temporary changes in FOI legislation, compliance had increased to 93% for the period July to September 2020.

- Strategic Risk Register – The Committee considered the high risk item 603, service/business interruption, cyber incident. Committee members suggested that the elements relating to Information Technology and Cyber Security be divided into two separate risks, to reflect the mitigating actions being taken to manage the level of risk in both of these areas.   Committee members received assurance that the Committee's feedback will be taken on board when the risk is reviewed in January 2021.

2.4   Recommendation

The Board is asked to be aware of and discuss the key issues highlighted and receive assurance that issues are being addressed, where required.