

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 3 October 2022
Title:	Information Governance Committee meeting on 29 August 2022 - report to NHS Board
Responsible Director:	Dr Crawford McGuffie, Medical Director
Report Author:	Mrs Jean Ford, Non-Executive Board Member

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

- The Committee received a summary of the outcomes of the initial three-year Network and Information Systems (NIS) programme of audit and review. The auditor had assessed that the Board had made significant progress over the last

12 months and controls and procedures were working effectively. However, there was still further work to do to in a small number of categories to achieve compliance. Committee members acknowledged and commended the team for the considerable work done to date and areas of best practice identified. The Committee received assurance that steps are being taken to ensure that appropriate governance is applied to the remaining areas to be progressed.

- The Committee received a detailed update on progress to implement the organisation's Records Management Plan (RMP) to improve the management of corporate records. Following submission of the latest RMP update report, the Public Records (Scotland) Act assessment team had responded that they were satisfied that the Board had made good progress in relation to compliance with each Element of this work.
- The Committee received a suite of regular reports on Health Records activities which fall under the remit of IGC; Information Security Breaches; Freedom of Information; and the IGC Strategic Risk Register report. The Committee also received minutes of Information Governance Operational Delivery Group meetings on 29 April and 29 July 2022. There were no major concerns arising from these reports.

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.