NHS Ayrshire & Arran

Meeting: Ayrshire and Arran NHS Board

Meeting date: Tuesday 28 March 2023

Title: Information Governance Committee meeting on 6 February 2023 - 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.

- Committee members received an internal audit report on IT controls and user access completed in March 2022. The report is rated "partial assurance with improvement required" and contains three medium and one low rated

recommendation. It was noted that two of the recommendations had already been completed. The Committee will monitor progress in the completion of the two recommendations outstanding.

- The Committee received an update on Information Governance (IG) activity related to Record of Processing Activities/Information Asset Register; Freedom of Information (FOI) activity; Security Incident report; Public Records (Scotland) Act Records Management; the IG work programme 2022-2023; and the Accountability Framework checklist.

  Committee members discussed the significant increase in FOI activity compared to the same period last year, with requests often being more complex and requiring input from a number of areas across the organisation. While the Board's compliance in responding to FOI requests remains good, the pressure of the additional workload is impacting on the team and the position will continue to be monitored in terms of workforce capacity.

- The Committee reviewed and endorsed the IGC terms of reference (ToR) with two minor additions made under item 3, Duties, to be more specific on the IGC's role to provide assurance to the NHS Board related to IG, and on the role of the Caldicott Guardian.   Committee members approved the ToR for onward submission to the Audit and Risk Committee and then to the NHS Board for approval.

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.