

Information Governance Committee Terms of Reference

1. Role

The role of the Information Governance Committee is to:

- ensure that an appropriate and comprehensive information governance framework is in place and being developed throughout the Trust in line with national standards;
- develop the Information Governance Strategy, policies and guidance material;
- review the annual Information Governance Toolkit assessment and its submissions;
- develop the Trust's Information Governance work programme;
- ensure that the Trust's approach to information handling is reflective of national standards and is communicated to all staff and made available to the public. The standards used for data handling should represent information governance best practice;
- coordinate the activities of staff given data protection, confidentiality, information security, information quality, records management and Freedom of Information and Subject Access responsibilities;
- offer support, advice and guidance concerning Information Governance/Security, Freedom of Information, Subject Access and Data Protection issues within the Trust;
- monitor the Trust's information handling activities to ensure compliance with law;
- ensure that information governance and information security training made available by the Trust is taken up by staff as necessary to support their role;
- provide a focal point for the resolution and/or discussion of Information Governance issues;
- monitor reviews/audits relating to information governance and adherence/development to relevant standards;
- provide support and guidance to the Caldicott Guardian on matters of data protection and confidentiality; and
- review and discuss lessons learnt from information governance incidents to ensure the risk of future incidents is mitigated.

2. Definitions

"the Trust"	C&I NHS Foundation Trust
"the Committee"	Information Governance Committee
"the Directors"	the Trust's Board of Directors

3. Membership

3.1 Members of the Committee shall be appointed by the Information Governance Committee. The Committee shall be made up of at least 3 members, including the Chair of the Committee. In the absence of a member unable to attend meeting, a deputy must be appointed.

3.2 The Chair of the Committee will be the Director of Nursing and People.

3.3 Members of the Committee will be:

- Director of Nursing & People (Chair) (SIRO);
- Caldicott Guardian;
- Head of Quality Assurance & Performance;
- Chief Operating Officer;
- Head of Information;
- Associate Director of ICT;
- Information Governance Manager;
- HR Systems & Programmes Manager (representing HR); and
- Associate Director of Strategy & Corporate Development.

3.4 The following officers may regularly attend meetings:

- Associate Director of Business Development;
- Information Governance – FOI Officer, Subject Access Requests Officer;
- Induction & Mandatory Training Manager;
- Healthcare Records Manager/Officer; and
- Associate Divisional Director.

3.5 Only members of the Committee have the right to attend and vote at Committee meetings. The Committee may require other officers of the Trust and other individuals to attend all or any part of its meetings.

4. Secretary

4.1 The Board Secretary act as the Secretary of the Committee.

5. Quorum

5.1 The quorum necessary for the transaction of business shall be 3 members.

5.2 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

6. Frequency of Meetings and Attendance Requirements

6.1 The Committee will normally meet at on a bi-monthly basis (or more frequently as required) to fulfil its remit, reporting cycle and otherwise as required;

6.2 Committee members should attend all meetings. The Secretary of the Committee shall maintain a register of attendance.

7. Notice of Meetings

- 7.1 Meetings of the Committee may be called by its Secretary at the request of any Committee member where agreed by the Committee's Chair.
- 7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, and any other person required to attend, no later than 5 working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

8. Minutes of Meetings

- 8.1 The Secretary shall minute the proceedings of all meetings of the Committee including recording the names of those present and in attendance.
- 8.2 Members and those present should state any conflicts of interest and the Secretary should minute them accordingly.
- 8.3 Minutes of Committee meetings should be circulated promptly to Committee members regardless of their attendance to ensure all members are kept informed.

9. Duties

- 9.1 The Committee should carry out the duties below for the Trust, as appropriate:
- support and drive the broader information governance/security agenda; and
 - provide assurance that effective information governance and information security best practice mechanisms are in place within the Trust.

10. Other Matters

The Committee should:

- have access to sufficient resources in order to carry out its duties; and
- be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members;

11. Reporting Responsibilities

- 11.1 The Committee will report to Audit & Risk Committee on a regular basis.

12. Authority

- 12.1 The Committee has no powers, other than those specifically delegated in these Terms of Reference.

13. Monitoring and Review

- 13.1 The Audit & Risk Committee will monitor the effectiveness of the Committee through receipt of the Committee's minutes and such written or verbal reports that the Chair of the Committee might provide.
- 13.2 The Audit & Risk Committee will review and approve the Committee's terms of reference annually.
- 13.3 The Secretary will assess agenda items to ensure they comply with the Committee's responsibilities.
- 13.4 The Committee will, at least once a year, review its own performance, membership and terms of reference to ensure it is operating at maximum effectiveness and recommend to the Audit & Risk Committee for approval, any changes it considers necessary.

This terms of reference for the Information Governance Committee was approved by the Audit & Risk Committee at its meeting on

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(Audit & Risk Committee Chair)

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(Date)