

Board of Directors Meeting in Public

Subject:	IG Toolkit Submission March 2018	Date: 21 st March 2018								
Prepared By:	Jacqueline Widdowson, Information Governance Manager									
Approved By:	Paul Robinson - SIRO									
Presented By:	Paul Robinson - SIRO									
Purpose										
This report is being presented to the board to inform the current position of the IG Toolkit, provide assurance and to approve the final score.		<table border="1"> <tr> <td>Approval</td> <td>X</td> </tr> <tr> <td>Assurance</td> <td></td> </tr> <tr> <td>Update</td> <td></td> </tr> <tr> <td>Consider</td> <td></td> </tr> </table>	Approval	X	Assurance		Update		Consider	
Approval	X									
Assurance										
Update										
Consider										
Strategic Objectives										
To provide outstanding care to our patients	To support each other to do a great job	To inspire excellence								
To get the most from our resources	To play a leading role in transforming health and care services									
x	x	x								
Overall Level of Assurance										
	Significant	Sufficient								
		x								
		Limited								
		None								
Risks/Issues										
Financial	IG Breaches can result in significant financial penalties									
Patient Impact	IG Breaches can result in the disclosure of patient sensitive information									
Staff Impact	IG Breaches can result in the disclosure of staff sensitive information									
Services										
Reputational	Potential negative impact to trust breaches									
Committees/groups where this item has been presented before										
None										
Executive Summary										
<p>This report has been prepared for consideration by the Board of Directors to outline the Trust's performance against the Information Governance Standards as set out in the Information Governance Toolkit. This paper outlines where we as a Trust will be by the submission date of 31st March 2018.</p> <p>Within the current version 14.1, the Trust is assessing 12 standards of the 45 standards at a level 2, and the remaining 33 at level 3. The Trust is not scoring any standard at a level 1. At the submission of version 14 of the IG toolkit on the 31st March 2017; the Trust self-assessed 23 standards at level 2 and 22 standards at a level 3.</p> <p>The initial target for this year's submission was a score of 80% 'green satisfactory' the current score is 92 % green satisfactory. We are currently awaiting 360 assurance to view the information uploaded to validate the self-assessment score and advise if any further information is required to be uploaded, or to alter the self-assessment scoring.</p> <p>All standards have 'standard owners'. Each standard owner is responsible for obtaining evidence from across the Trust to meet the requirements of their particular standard. All standard owners understand the requirement to report activity to the IG Committee.</p> <p>Information Governance as a department own a number of standards, in relation to policy</p>										

and compliance, however where the standard reflects a need to operationalise and adopt, this is allocated within the Trust. As always the IG team offer a support and advice role within this process, maintaining reporting to the IG Committee of actions allocated and progressed.

An internal audit completed by 360 assurance offered 'limited assurance' with regards to this submission. The IG Team quickly addressed this area of concern and by close of play on 13th March the majority of the information had been validated for the standards that required updating. Standard leads where also re-contacted to advise of the pending submission date.

At close of play on 21st March 2018 we have 43 out of the 45 standards complete and we envisage that 1 of the remaining standards will be confirmed complete by close of play 23rd March and the last by 29th March. The 2 outstanding standards require validation of commercial contracts and the approval of this paper.