

Board of Directors

Subject:	Information Governance Toolkit Submission 31 st March 2017		Date: 22nd March 2017	
Prepared By:	Jacquie Widdowson, Information Governance Manager			
Approved By:	Shirley Clarke, Head of Corporate Affairs and Company Secretary			
Presented By:	Jacquie Widdowson, Information Governance Manager			
Purpose				
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. The Board is required to approve the submission on the basis of this report			Decision	
			Approval	x
			Assurance	
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	Limited	None
		x		
Risks/Issues				
Financial	Breaches with regard to IG can result in fines to the organisation and have a significant financial impact			
Patient Impact	Patient information is protected through the IG processes and policies and this is demonstrated and evidenced by the IG Toolkit			
Staff Impact	Staff receive mandatory training which helps to reduce potential IG breaches			
Services	Service Improvements, particularly implementation of new IT systems are subject to IG scrutiny through the PIA process			
Reputational	IG breaches and especially those investigated by the ICO can have a negative impact on the reputation of the trust			
Committees/groups where this item has been presented before				
Audit and Assurance Committee 16 th March 2017				
Executive Summary				
<p>The IG Toolkit is due to be submitted on the 31st March 2017. The overall compliance is 'green satisfactory' with an initial score of 80%. It is envisaged this score will increase as standards leads upload further information.</p> <p>An internal audit completed by 360 assurance offered 'significant assurance' with regards to this submission, the small number of actions raised in this report are currently being implemented</p> <p>Over 4,500 members of staff have completed Information Governance training since 1st April 2016. Over 1,600 members of staff were trained face to face and over 2,800 were trained on-line as of February 28th 2017. There are also a number of staff due to renew their on line training before the end of March 2017. These figures would support the Trusts requirement for 95% of all staff trained.</p>				