

Report

Subject: IG Toolkit Submission – March 2017

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This paper outlines where the Trust expects to be by the submission date of 31st March 2017.

Within the current version 14, the Trust is assessing 33 standards of the 45 standards at a level 2, and the remaining 12 at level 3. The Trust is not scoring any standard at a level 1. At the submission of version 13 of the IG toolkit on the 31st March 2016, the Trust self-assessed 35 standards at level 2 and 10 standards at a level 3. Therefore we currently have fewer standards to a level 3 however; this figure is expected to increase with the uploading of further information prior to the deadline.

The initial target for this year's submission was to achieve a score of 80% 'green satisfactory'. The current score is 80% 'green satisfactory', this is predicted to increase based on further uploads prior to submission.

Each standard has a 'standard owner'. 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 group.

Information Governance as a department own a number of standards, in relation to policy and compliance, however where the standard reflects a need to operationalise and adopt, this is allocated within the Trust. The IG team offer a support and advice role within this process, maintaining reporting to the IG Group of actions allocated and progressed.

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.

Compliance for standard 112, which requires that all staff receive IG training, is on target to achieve the required level for 31st March 2017.

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.