

# Public Board Meeting

# Report

**Subject:** IG Toolkit Submission – March 2016  
**Date:** 21<sup>st</sup> March 2016  
**Author:** Jacqui Widdowson, IG Manager  
**Lead Director:** Paul Robinson, Chief Finance Officer and SIRO

## Executive Summary

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 31<sup>st</sup> March 2016.

Within the current version 13, the Trust is assessing 35 standards of the 45 standards at a level 2, and the remaining 10 at level 3. The Trust is not scoring any standard at a level 1. At the submission of version 12 of the IG toolkit on the 31<sup>st</sup> March 2015, the Trust self-assessed 27 standards at level 2 and 18 standards at a level 3. Therefore we currently have fewer standards to a level 3 however; this figure will be increased with the uploading of further information over the next week.

The initial target for this year's submission remained a score of 80% 'green satisfactory' after receiving this score for version 12. Through the year the target score was then set at 84% 'green satisfactory' to highlight the increased requirements based on Caldicott2 review recommendation implementation. The current score is 74% 'green satisfactory', but again this is predicted to increase based on further uploads in the coming days. The IG team has identified many standards that can be deemed 'quick wins' which only require the upload of small items to increase the overall score.

As implemented last year, all standards now 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 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. As always 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 and the actions raised in this report have been implemented. Compliance for standard 112, which requires that all staff receive IG training is on target to achieve the required level for 31<sup>st</sup> March 2016.

5,120 members of staff have completed Information Governance training since 1<sup>st</sup> April 2015. Figures obtained from HR show a staff number of 4,344 not including 264 Medirest staff at the end of February 2016. The higher figure is likely due to a number of factors

including starters/leavers, contracting staff and volunteers all receiving training but not being recognised in HRs figures. There are also a number of staff due to renew their on line training before the end of March 2016. These figures would support the Trusts requirement for 95% of all staff trained.

**RECOMMENDATION**

The Board are invited to note the contents of this report and approve the submission of the IG toolkit on 31<sup>st</sup> March 2016

**Relevant Strategic Priorities (please mark in bold)**

<b>Ensure the highest standards of safe care are consistently delivered by, and for, individuals, teams and departments</b>	<b>Ensure that patients experience the very best care, building on good practice and listening and learning from both negative and positive feedback and events</b>
Provide timely access to diagnosis, treatment and care when people need it and safely reduce the time patients spend in hospital	Raise the level of staff engagement through strong leadership, communication, feedback and recognition
Reduce the scale of our financial deficit by reducing costs, improving utilisation of resources and productivity, and achieving best value for money	Work in partnership to keep people well in the community, and enable them to return as soon as they are ready to leave hospital
Develop and implement a programme of work in conjunction with Nottingham University Hospital NHST to create a new combined organisation	

<b>How has organisational learning been disseminated</b>	Learning from IG breaches form part of the investigation and action plan to improve processes
<b>Links to the BAF</b>	AF1.0
<b>Financial Implications/Impact</b>	Potential fines from ICO for any significant IG breaches
<b>Legal Implications/Impact</b>	Potential claims from any significant IG Breaches
<b>Partnership working &amp; Public Engagement Implications/Impact</b>	N/A
<b>Committees/groups where this item has been presented before</b>	Audit and Assurance Committee