

AHCW and SCF – Social Care Department

Information Governance Steering Group

Terms of Reference



For the purpose of this document all information provided is in relation to Social Care only. Areas outside of Social Care will be taken through the Essex County Council Information and Information Communication Technology Board (I&ICT).

Membership:

<u>Role</u>	
ASC Information Champion (Administrative Support Role)	Fran Driver
SCF Information Champion	Brian Arrowsmith
ASC Caldicott Guardian (Chair)	Steven Tredinnick
ASCF Caldicott Guardian	Jayne Robinson
ISIS – Risk Manager (Optional)	Lydia Portbury
Programme and project delivery. External partnership development. (Optional)	Eamonn Burnell
Records Manager	David Humphreys
Audit Representation (Optional)	Karen Lawrence
Senior Information Risk Owner	Tony Dawson
Policy Governance Manager	James Boylett
ASC Information Champion Sub	Stephen Hassett
SCF Information Champion Sub	Lauri Almond
Other members may be invited to look at specific issues.	

This group will be consider quorate when the following members as a minimum are present; a Caldicott Guardian, Representation from ISIS/Policy Governance, 2 social care information champions or sub from each service area.

Frequency of meetings:

The group will meet quarterly

Scope:

Those functions within AH&CW and SCF Social Care Departments required for delivering and Ensuring Compliance with;

- Connecting for Health Information Governance Toolkit
- Data Protection Act 1998
- Freedom of Information Act 2000
- Social Care System Access and Security
- Human Rights Article 8

Objectives:

- To facilitate and monitor compliance with national Information Governance Standards.
- To facilitate and monitor compliance with the Caldicott Principals.
- To facilitate and monitor compliance with UK legislation relating to the security and confidentiality of information and information processing facilities which directly impact on Social Care functions.

Functions of Group:

1. To identify deficiencies within current procedures and secure the appropriate resources for rectification.
2. To promote and monitor compliance with national standards including Caldicott, Data Protection Act 1998, professional guidelines and technical standards..
3. To develop and approve protocols for the sharing of information between partner organisations.
4. To raise awareness of information security issues and promote a culture of secure use of information.
5. To review and approve Information Security and Data Protection training for Social Care staff.
6. To ensure that training made available by the ECC is taken up by staff as necessary to support their role.
7. To ensure that ECC's approach to information handling is communicated to all staff in Social Care.
8. To promote the legal and ethical use of information to improve the service user experience.
9. To monitor and provide guidance on the Data Protection Act 1998, the Freedom of Information Act 2000 and other relevant legislation (Human Rights, Mental Capacity Act) by Essex County Council.
10. To co-ordinate the activities of staff given data protection, confidentiality, security, information quality, records management and Freedom of Information responsibilities.
11. To prepare the annual Information Governance assessment (IGT) for sign off by the AHCW Exec Board and CIO.
12. To provide a focal point for the resolution and/or discussion of Social Care Information Governance issues.
13. To review and approve access controls and security for Social Care information systems.
14. To monitor the plan within ECC Social Care Departments on implementing pseudonymisation and anonymisation for secondary purposes.

Reporting To:

- AHCW Executive Board
- SCF Directorate Leadership Team

For Decisions:

- Policy and Standards Council
- I&ICT Board *for information only*

Reporting Arrangements:

Following review of the information governance assessment (IGT) compliance against requirements, an initial report will be produced detailing the milestones and targets set by the group for the on-going development of Information Governance. This report will be submitted to the AHCW Executive Board for review and approval.

Following this initial report, a quarterly report will be produced by the Group.

Quarterly Reports:

The quarterly reports will detail:

- Progress against set targets, broken down by information governance areas
 - Information Governance Management
 - Confidentiality and Data Protection Assurance
 - Information Security Assurance
 - Care Records Assurance
 - Secondary Use Assurance
 - Corporate Information Assurance
- Risks and contingencies for meeting targets.

Title	Social Care Information Governance Steering Group Terms of Reference
Author/Owner	Francesca Driver
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Approved by Policy and Standards Council	<i>To be presented by JB Dec 2010.</i>