

Board of Directors Meeting

Report

Subject: Information Governance Toolkit Sign Off
Date: 20th March 2014
Author: Gillian Alloway, Information Governance Manager, Ruth Lloyd, NHIS Corporate Governance Manager
Lead Director: Fran Steele, Chief Finance Officer

Executive Summary

The attached report is a request for sign off for the IG toolkit scores for 13 / 14. The review of scores has been undertaken by Internal Audit, and Significant assurance achieved, and reviewed at Audit Committee.

The Trust is assessing 29 standards of the 45 standards at a level 2, and the remaining 16 at level 3. The Trust is not scoring any standard at a level 1.

The Trust has progressed from a score of 72% 'green satisfactory' from version 10, to 78% 'green satisfactory' as at the 5th March 2014. This is an increase from the improvement target which the Trust set for this year at 74%.

Recommendation

To note the contents of this report, and to approve submission of the IG toolkit for the Trust, at a satisfactory 'green' rating.

Relevant Strategic Objectives (please mark in bold)

Achieve the best patient experience	Achieve financial sustainability
Improve patient safety and provide high quality care	Build successful relationships with external organisations and regulators
Attract, develop and motivate effective teams	

Links to the BAF and Corporate Risk Register	
Details of additional risks associated with this paper (may include CQC Essential Standards, NHSLA, NHS Constitution)	
Links to NHS Constitution	
Financial Implications/Impact	
Legal Implications/Impact	
Partnership working & Public	

Engagement Implications/Impact	
Committees/groups where this item has been presented before	Audit Committee
Monitoring and Review	
Is a QIA required/been completed? If yes provide brief details	

SUMMARY REPORT

Report to: Trust Board
Date: 20th March 2014

Subject: Nottinghamshire HIS –SFHFT IG Update

From: Ruth Lloyd, NHIS Corporate Governance Manager
Gillian Alloway, NHIS Information Governance Manager

Purpose of the report

The attached report is a request for sign off for the IG toolkit scores for 13 / 14. The review of scores has been undertaken by Internal Audit, and Significant assurance achieved, and reviewed at Audit Committee.

Within the current HSCIC Information Governance Toolkit version 11, the Trust is assessing 29 standards of the 45 standards at a level 2, and the remaining 16 at level 3. The Trust is not scoring any standard at a level 1.

At the submission of version 10 of the IG toolkit on the 31st March 2013, the Trust self-assessed 37 standards at level 2 and 8 standards at a level 3. The Trust has therefore doubled the number of standards at a level 3 ratings.

The Trust has progressed from a score of 72% 'green satisfactory' from version 10, to **78% 'green satisfactory' as at the 5th March 2014**. This is an increase from the improvement target which the Trust set for this year at 74%.

As a progression of the recommendations of 360 Assurance (internal audit), all standards now have 'standard owners'. Where this is across divisions, a single accountable owner is identified to take the lead on the standard for the divisions as a whole. 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 progression.

Compliance for standard 112, which requires that all Trust staff receive IG training,

As of 19th March the IG department have trained 4,293 staff including Medirest staff. This equates to 94% of the current establishment of 4,563 (including Medirest staff).

There are a further 131 booked on a training session between now and 31st March 2014. We have also trained 263 volunteers to end of February 2014.

Recommendation:

1. The Trust is asked to note the contents of this report and

2. Asked to approve the submission of the quoted toolkit scores prior to the 31st March 2014.