2018/19 Information Governance Committee Annual Report to the NSS Board

1. INTRODUCTION

The Information Governance Committee met on three occasions in 2018-19, namely, 25 April 2018, 18 September 2018 and 20 February 2019: The members of the Committee were as follows.

- Julie Burgess (Member of Committee from 1 August 2018)
- Ian Cant, Employee Director (Chair of Committee until 31 July 2018)
- Kate Dunlop, Non Executive Director (Member of Committee)
- Elizabeth Ireland, NSS Chair (Member of Committee)
- Alison Rooney, Non Executive Director (Member of Committee until 31 July 2018; Chair of Committee from 1 August 2018)

Expected regular attendees of the Committee meetings were as follows:

- Colin Sinclair, Chief Executive
- Lorna Ramsay, Medical Director and Caldicott Guardian
- Martin Bell, Senior Information Risk Owner (until 3 January 2019)
- Deryck Mitchelson, Senior Information Risk Owner (from 4 January 2019)
- Eilidh McLaughlin, Information Governance Lead

Other NSS employees attended as required for specific agenda items.

The Chair would like to thank all the Members for their support and contribution throughout the year.

2. CONSTITUTION AND TERMS OF REFERENCE

i. Constitution

The IGC is established as a subcommittee of the NSS Board, to which the IGC is to submit an annual report and report on any other such matter as the IGC sees fit to draw to the Board’s attention.

ii. Membership and Attendees:

Membership of the IGC comprises of:

- The Board Chair
- At least three further Non Executive Directors of NSS nominated by the NSS Chair, one of whom shall act as Chair, confirmed by the NSS Board
- Up to two further members co-opted by the IGC. These additional members shall not be members of the NSS Board, but may be NSS employees

Attendees required at each meeting will be as follows:

- Chief Executive
- Information Governance Executive Lead
- Medical Director (who is also NSS’s Caldicott Guardian)
- Senior Information Risk Owner
The IGC may require other NSS staff to attend meetings in pursuance of their normal duties. These staff would normally, although not exclusively, be involved as leads in information governance activities across NSS or individual Strategic/Support Business Units (SBUs).

iii. Frequency of meetings

The Committee shall meet as required but not less than three times a year.

iv. Minutes of Meetings

Minutes of the proceedings of the IGC shall be drawn up by or on behalf of the Board Secretary of NSS, and submitted for approval to the next meeting of the Committee and thereafter submitted by its Chair to the first ordinary meeting of the Board. In the interim, a report on the proceedings or unapproved minutes will be submitted to the Board for information. The IGC is to report activities and progress annually to the NSS Board.

3. MEETINGS IN 2018/19

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Evidence</th>
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<tbody>
<tr>
<td>Terms of Reference 5(a)</td>
<td>The IGC is to consider and scrutinise NSS's compliance with relevant legislation, duties under Common Law and performance against national standards with regards to information governance. This duty covers the following components of information governance: Caldicott Guardianship and Confidentiality; Data Protection; Information and Cyber Security; Freedom of Information and Records Management.</td>
<td>Standing Items: NSS Information Governance Report; National Strategic and Operational Governance Update; Data Protection Officer Update; Cyber Security Update</td>
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<td>Terms of Reference 5(b)</td>
<td>The IGC is to review at each meeting reports on performance relating to information governance matters across NSS and satisfy itself that appropriate progress is being made to improve the quality of information governance across NSS, including the monitoring and auditing of Information Assets.</td>
<td>Standing Item: NSS Information Governance Report</td>
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<td>Terms of Reference 5(c)</td>
<td>The IGC is to satisfy itself that each NSS SBU has processes in place to monitor and report information governance incidents, adverse events, risks and complaints.</td>
<td>Standing Item: NSS Information Governance Report (Risks Issues and Complaints Section)</td>
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<td>Terms of Reference 5(d)</td>
<td>The IGC is to review at each meeting identified information governance risks, issues and complaints, and satisfy itself that appropriate action has been taken, lessons learnt and improvements implemented.</td>
<td>Standing Item: NSS Information Governance Report (Risks Issues and Complaints Section)</td>
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<td>Terms of Reference 5(e)</td>
<td>The IGC is to review annually the risk appetite of NSS in relation to information governance</td>
<td>Undertaken as part of the NSS Board’s overall risk appetite review.</td>
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<td>Terms of Reference 5(f)</td>
<td>The IGC is to draft annually an information governance report for inclusion in NSS’s Annual Report.</td>
<td>This is undertaken on behalf of the committee by the Information Governance Lead</td>
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4. **RELATIONSHIPS WITH OTHER BOARD COMMITTEES**

Cross references to matters of mutual interest discussed in other committees of the Board were addressed as a standing item on the agendas of the Committee. There was appropriate linkage on issues of mutual interest to the Clinical Governance Committee.

5. **CONCLUSIONS AND ASSURANCE TO THE BOARD**

The Information Governance Committee concludes that information governance in NSS continues to be strengthened by the establishment of the IGC.

The Committee feels able to assure the NSS Board that substantial attention is given by the organisation to its information governance arrangements, that this is proportionate to the nature of each SBU role and that the IGC monitoring responsibilities are being met.

**Alison Rooney**  
NSS Information Governance Committee Chair