

Information Governance Advisory Group

Terms of Reference

Version 5.0 July 2017

Information Governance Advisory Group - Terms of Reference

Document Management

Revision History

Version	Date	Author	Summary of Changes
1.0	12-05-16	Spencer Payne	Initial version for Health & Wellbeing Board/Executive
2.0	25-08-16	Andrew Morrall	IGAG meeting clarification by members
3.0	16-12-16	Mandeep Bassi	Minor amendments after review by the group
4.0	27-04-17	Margaret Russell	Minor amendments following review by Group
5.0	20-07-17	Margaret Russell	Minor amendments following review by Group

Approval/Notification

This document will be approved by the following group:

Name	Version	Date
Information Governance Advisory Group	3	15/12/2016
Information Governance Advisory Group	4	18/05/2017

This document will be notified to the following group:

Name
Digital Transformation Board (Coventry and Warwickshire)

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1 Purpose of this document

- 1.1. This document describes the Terms of Reference for the Information Governance Advisory Group (IGAG). It sets out the strategic context for the group and describes the responsibilities the group will take on. It confirms the membership of the group, outlines its working practices and sets out the governance and reporting arrangements for the group.

The purpose of IGAG will be to provide information governance support to project leads requiring information management and sharing solutions as part of their projects from across the health and social care economy in Coventry and Warwickshire.

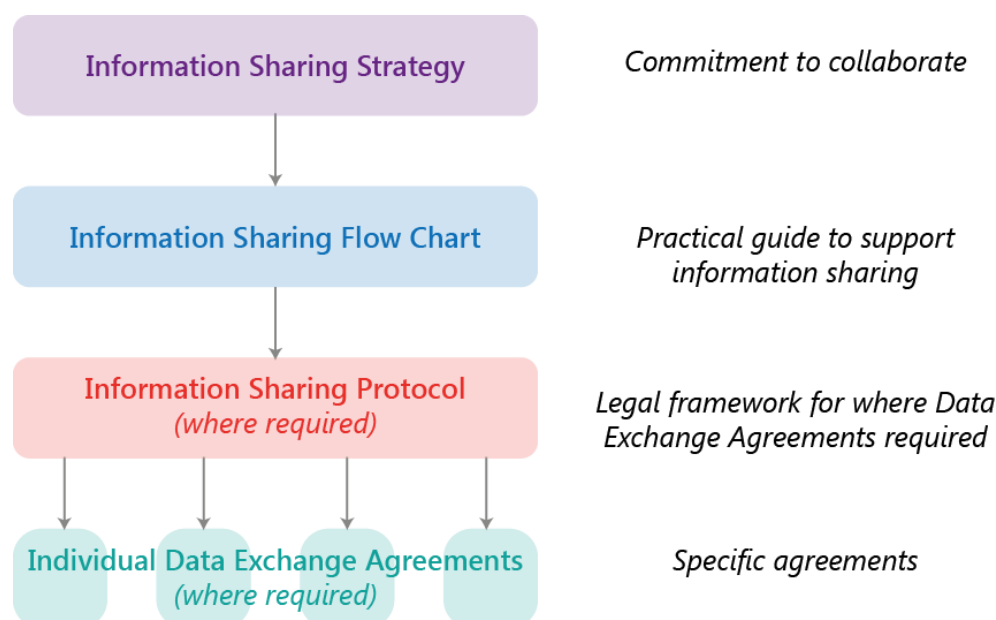
The group will also provide guidance and assurance to the Digital Transformation Board and their organisations to ensure that any projects requiring their input are compliant with any local or national guidance/ legislation that may be relevant. The group will also ensure that projects are managed with due regard to the provision of information processes, systems and services that are fit for purpose and will not compromise the organisations or privacy of citizens involved, in an adverse way

2 Vision and Context

- 2.1. Coventry & Warwickshire has had an [Information Sharing Protocol](#) in place since 2014. This document was signed by all of the key strategic partners across health and social care in the sub-region that sets out the legal context for information sharing across the sector. The protocol also provided practitioners with a template Data Exchange Agreement to be used when information sharing was required.

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- 2.2. The protocol has been effective in setting out the legislative framework and a set of core principles for sharing information among organisations. Despite this, there have been occasions where the practice of exchanging data has been frustrating for operational staff and confusing for those without specialist information governance knowledge. It was recognised that some additional work was required to help turn the 'theory into practice', and make the process of sharing information more accessible and effective.
- 2.3. Coventry & Warwickshire are introducing a separate GP Information Sharing Protocol to support the Five Year Vision "paperless at point of contact". This protocol will enable patient identifiable information to be extracted from the GP practice as the patient accesses health services outside the practice ensuring the patient tells their story once improving their patient experience and providing continuity of care across multi-agency services.
- 2.4. A working group was established to complete the specific task of producing an [Information Sharing Strategy](#) for Coventry and Warwickshire. The Strategy is designed to accompany the existing Protocol and formalise a collaborative, constructive approach to the resolution of data exchange issues. The Strategy sets out the joint commitment to legal, secure and effective information sharing, and provides a framework by which the sharing of health and care information can be managed effectively and consistently across Coventry & Warwickshire in a secure manner that respects the confidentiality of health and care data.
- 2.5. The working group established the following framework for information sharing across the sub-region, from the strategic commitment through to the practical application.



- 2.6. The information sharing Strategy is now in place. As the working group progressed, it

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became clear that there was a need for an ongoing advisory group that would help resolve information sharing requests and issues as they arose, as well as take responsibility for reviewing the Strategy.

2.7. The sharing of information between health and social care organisations is a key enabler to improving their citizens care and support. Some of the strategic drivers are:

- Improving people's experience of the health and social care system by taking away the need to repeat their story over and over again because Health and Social Care professionals
- Improving the safety of care for people; not relying on individuals in crisis situations or their carers to remember what medications they're taking or allergic to and reducing medication errors
- Reducing duplication; preventing repeat assessments, diagnostic tests and care plans
- Enabling integrated working across health and social care to enable real time multi-agency care planning and delivery
- Delivery of an advisory function to the Digital Transformation Board

3 Role & Responsibilities

3.1. The Advisory Group will be the primary group for reviewing and advising on information sharing activity across Coventry and Warwickshire. It will act as the focal point for the local implementation of the Information Sharing Strategy and work collaboratively to resolve information sharing issues as they arise.

3.2. Specific responsibilities include:

- Ensure that local and national guidance and legislation is communicated in relation to implementation of information sharing processes within projects.
- To act as the secondary point of contact for practitioners seeking advice on information sharing issues; the first point is the local organisation Information Governance (IG) lead.
- To provide colleagues with consistent, clear guidance on the application of information sharing principles.
- Advise and support project leads regarding processes to ensure that they are fit for purpose, with relevant safeguards, between organisations as relevant.
- Support and advice project leads in relation to information management and sharing for projects.
- To work collaboratively to find constructive solutions to information sharing tasks.
- To review the Information Sharing Protocol on an annual basis, or earlier if required.
- To review the Information Sharing Strategy (including the information sharing process or flowchart) on a bi-annual basis or earlier if required.
- To set up and maintain an Information Sharing Register, cataloguing information

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sharing activity to identify and promote good practice and to prevent duplication of effort.

- Report to the Digital Transformation Board and/or relevant sub-groups on information sharing and governance issues as required and ensure support for the Local Digital Road Map.

4 Membership

- 4.1. The Advisory Group is predominantly made up of the respective Information Governance leads from each partner organisation. In addition, and in line with the approach set out in the Information Sharing Strategy, the group also has co-opted representation from the business intelligence community.

Name	Role	Job Title	Organisation
Alan Haycock	IG Lead	Information Governance Consultant	ArdenGEM CSU
Margaret Russell	IG Lead	Information Governance Manager	South Warwickshire NHS Foundation Trust (SWFT)
Naomi Wills	IG Lead	Head of Information Governance	Coventry & Warwickshire Partnership NHS Trust (CWPT)
Vicky Dumigan	IG Lead	Information Governance Manager	George Eliot Hospital NHS Trust (GEH)
Harjit Matharu	IG Lead	Head of Information Governance	University Hospitals Coventry & Warwickshire NHS Trust (UHCW)
Roma Holland	Information Sharing Programme Manager	Digital Transformation lead	Coventry & Warwickshire NHS
Rosebella Kotonya	IG Lead	Senior Information Governance Officer	Coventry City Council (CCC)
Andrew Morrall	IG Lead	Corporate Information Manager	Warwickshire County Council (WCC)

With the ability to co-opt members for specific pieces of work, for example, West Midlands Ambulance Service (WMAS), Police etc.

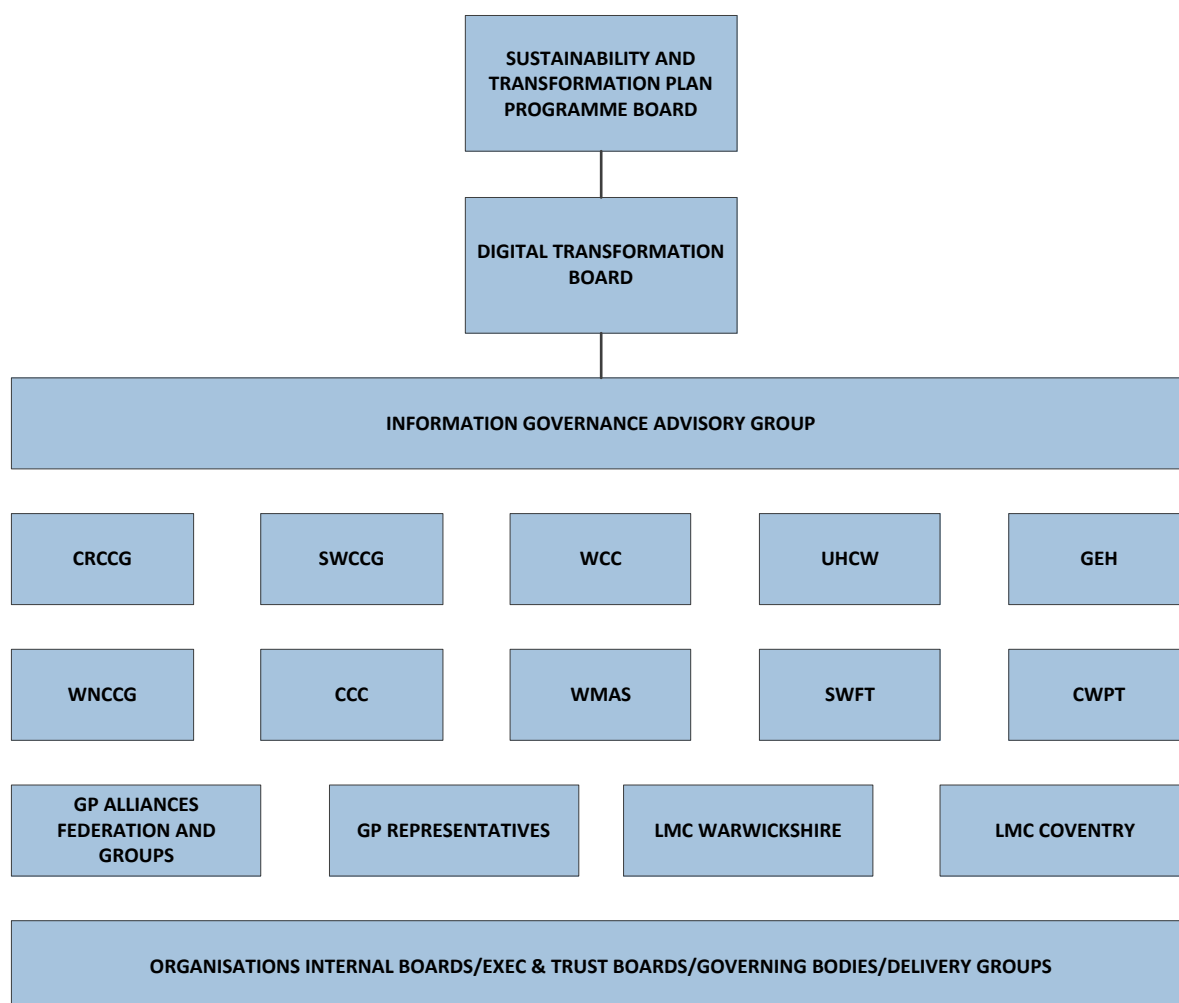
- 4.2. The chair will rotate among the information governance leads on a six monthly basis, to reflect the shared commitment to the remit of the group and recognise that no single organisation can lead the work. At the end of the term a new chair will be nominated. Support will be required for the meetings.

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- 4.3. Additional colleagues will attend individual meetings as required, acting as a business representative to bring information sharing requirements to the group for resolution. These will typically include commissioners, project leads and operational colleagues.

5 Governance & Operation

- 5.1. The Information Sharing Protocol and Strategy cover the Coventry & Warwickshire geographical footprint and the advisory group will operate to the same footprint in line with the developing Sustainability and Transformation Plan.



- 5.2. The Advisory Group is accountable, as a collective, to the Digital Transformation Board. . Wherever possible tasks should be resolved within the Advisory Group, but in the event that issues need to be escalated, the Advisory Group Chair will report to the Digital Transformation Board or sub-group. The Chair may also be required to provide progress reports and updates. Individual members of the Group will also need to liaise with their respective Caldicott Guardians as required.

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- 5.3. Initially, the Advisory Group will meet every month or as required (and agreed by the Chair) in order to establish working practices and generate momentum for the work of the group. In time the group may move to a less frequent meeting cycle and call additional meetings as necessary.
- 5.4. The chair is an IG Lead. The deputy chair is an IG Lead. The deputy chair will assume the role of chair in the period following their role as deputy chair. The group will be quorate if either the chair or deputy chair is in attendance together with two IG Leads plus one other member.
- 5.5. Papers will be circulated one week in advance of Advisory Group meetings unless otherwise agreed with the Chair. All papers and supporting documentation (Protocol, Strategy etc.) will be available from The Administration Assistant.
- 5.6. It is expected that the Agenda will typically cover two areas; strategic developments (such as reviews of the Strategy, developing consistent documentation and guidance, reviewing the Information Sharing Register etc.) and operational decisions (reviewing specific information sharing needs).
- 5.7. The Advisory Group may convene sub-groups to undertake specific tasks in support of the Advisory Group's overall remit.

6 Reporting Requirements

- 6.1 IGAG will report verbally to the Digital Transformation Board via Information Sharing Programme Manager and Information Governance Consultant on a monthly basis on progress against all information governance issues relating to the development of the digital road maps and the information technology infrastructure required for the successful delivery of the NHS Sustainability and Transformation Plan.
- 6.2 IGAG will report as required to Health and Wellbeing Boards and their sub groups in relation to the implementation of the Information Sharing Strategy and specific pieces of work as agreed.