

Governing Body meeting

Information Governance Sub-Committee (IGSC) - Executive Summary Meeting held on 3rd May 2016

Chair: David Parkins Caldicott Guardian

1. No conflicts of interest were raised.
2. IG SC terms of reference was reviewed with minor updates.
3. The 2016-17 Records Management Plan and 2016-17 Risk Management Plan were approved.
4. The Data Protection and Caldicott Guardian report was approved.
5. The Security Assurance report highlighted no unauthorised access to files since October 2015 and details of the number of threats blocked during this time.
6. The IG risks were reviewed and were unchanged.
7. The contracts and commissioning department report outlined IG compliance for all contracted providers for IG toolkit scores V-13 (2015-16). Further clarification is still required regarding some AQP contracts and voluntary sector organisations, but overall there has been an improvement on IG compliance since V-12.
8. The incident management end of year report was reviewed. There were five reported incidents during quarter four of 2015-16. All the incidents have been addressed and closed. No serious incidents have been reported.
9. A new IG develop plan for 2016-17 IG is now in progress to maintain the organisation IG toolkit scores going forward. To meet the requirements of the IG toolkit, an IG staff survey was sent out in February 2016 to test staff understanding of IG procedures and processes.
10. Privacy Impact Assessment (End of year report). Ten screening PIAs have been submitted during April 2015 – March 2016.
11. The CCG achieved the response target for FOIs during quarter four, with no requests for payment, or internal review processes. There was one exemption applied under section 40. The end of year FOI report was presented for 2015-16 showing a positive outcome for the CCG fulfilling its statutory duties.
12. Next meeting: Tuesday 5th July 2016, 9.30am – 11am Danson Room.

