



AGENDA ITEM

2.1.7

DIGITAL AND DATA COMMITTEE

RECORDS MANAGEMENT POLICY AND PROCEDURE

Date of meeting	08/07/2021
FOI Status	Open/Public
If closed please indicate reason	
Prepared by	Claire Northwell, Head of Information Governance
Presented by	Claire Northwell, Head of Information Governance
Approving Executive Sponsor	Director of Corporate Governance
Report purpose	APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals	Date	Outcome
Information Governance Group	12/04/2020	ENDORSED FOR APPROVAL

ACRONYMS

CTMUHB	Cwm Taf Morgannwg University Health Board
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1. SITUATION/BACKGROUND

1.1 The purpose of this policy is to ensure that CTMUHB delivers its aims, objectives, responsibilities and legal requirements transparently and consistently in respect of the records it holds.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

2.1 This is a new policy and accompanying procedure for the health board. Minor changes were made to the retention schedule to include a further Corporate Governance category for documents with a 'Common Seal'.

2.2 Engagement on this Procedure has taken place with:

Name Title	Date Consulted/Completed
Informal Consultation with interested parties including the Information Governance Group.	November 2020
Policy has been put on SharePoint for wider consultation.	March 2021
Information Governance Group – endorsed for approval	April 2021
Digital and Data Committee – For approval	July 2021

2.3 The procedure has been reviewed and is consistent with the approach across NHS Wales / legislation.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

3.1 None identified.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	There are no specific quality and safety implications related to the activity outlined in this report.
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Related Health and Care standard(s)	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
Equality impact assessment completed	No (Include further detail below)
Legal implications / impact	There are no specific legal implications related to the activity outlined in this report.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Main Strategic Objective	To Improve Quality, Safety & Patient Experience
Link to Main WBFG Act Objective	Provide high quality care as locally as possible wherever it is safe and sustainable

5. RECOMMENDATION

5.1 The Digital and Data Committee is asked to **APPROVE** the Policy. The accompanying procedure has already received approval from the Management Board.