



AGENDA ITEM

3.2.5a

DIGITAL AND DATA COMMITTEE

**HIGHLIGHT REPORT FROM THE INFORMATION GOVERNANCE GROUP
MEETING ON 11TH JANUARY 2022**

DATE OF MEETING

23/03/2022

PUBLIC OR PRIVATE REPORT

Public

**IF PRIVATE PLEASE
INDICATE REASON**

Not Applicable - Public Report

PREPARED BY

Rebecca Walsh
Information Governance Officer

PRESENTED BY

Georgina Galletly
Director of Corporate Governance

**EXECUTIVE SPONSOR
APPROVED**

Georgina Galletly
Director of Corporate Governance

REPORT PURPOSE

FOR NOTING

ACRONYMS

IG

Information Governance

FOIA

Freedom of Information Act

DPIA

Data Protection Impact Assessment

ICO

Information Commissioner's Office

1. PURPOSE

- 1.1 This report had been prepared to provide the Digital & Data Committee with details of the key issues considered by the Information Governance Group at its meeting on the 11 January 2022.
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Committee is requested to **NOTE** the report.



2. HIGHLIGHT REPORT

ALERT / ESCALATE	<p>Positive Escalation: The IG Team continue to work towards their KPI targets and the Group acknowledged the additional demands that were evidenced in the KPI report. This included:</p> <ol style="list-style-type: none">1. 300% increase in FOI requests and a 500% increase in complexity (number of questions asked per FOI request);2. 600% increase in Data Protection Impact Assessments to be undertaken; and3. 225% increase in the number of Information Sharing Agreements being handled. <p>Risk Escalation Due to the increase in demand placed upon the IG Team as highlighted above, the risk on the Organisational Risk Register regarding the capacity constraints remains and is being reviewed in light of further demand being placed on the team to consider if the risk rating should be reviewed.</p>
ADVISE	<p>The Group were informed that the Live Streaming for the Recording of Public and Private Board and Board Committee Meetings Policy is in draft. Advice is being sought from Legal Services and the Equality & Diversity Lead to address any potential risks and challenges that the Health Board needs to ensure are captured within the Policy. A draft is anticipated in time for the next IG Group meeting.</p> <p>The Group noted the number of incidents of missing records in the Incident Report and discussed the various categories reported. The incidences of missing records will be discussed with the new Director of Digital in the next few weeks. An agenda item in relation to Medical Records has been added to the next IG Group meeting to allow for a targeted discussion.</p>
ASSURE	<p>Risk Register The IG and ICT risk registers were discussed with a review of two of the IG risks being initiated. ICT risks are currently undergoing a robust review to ensure compliance with the Health Board's risk management strategy.</p>



INFORM	<p>The Group welcomed the new Covid 19 Inquiry Pandemic Response Information Manager, who has been appointed to undertake robust, comprehensive, efficient, organised and confidential record and information management practices for the Health Boards COVID-19 Pandemic response. The Group noted that the work is still in the preparatory phase and a Preparedness Plan and Covid-19 Working Group is in the process of being established.</p> <p>The Group noted that the ICO Audit is underway with auditors conducting remote interviews with staff from the 20th to 25th January 2022. A summary of their recommendations is due in the 2 weeks following interviews</p>
APPENDICES	NOT APPLICABLE