NHS Ayrshire & Arran

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Meeting:	**Ayrshire and Arran NHS Board**
Meeting date:	**Monday 30 March 2020**
Title:	**Information Governance Committee meeting on 17 February 2020 - report to NHS Board**
Responsible Director:	**Dr Alison Graham, Joint Medical Director**
Report Author:	**Mrs Jillian Neilson, Head of Information Governance and Data Protection Officer**

1. Purpose

This is presented to the Board for: Awareness.

This paper relates to: Local policy to ensure good governance practice in reporting from board committees

This aligns to the NHS Scotland quality ambitions of Safe, Effective and Person Centred. Good governance practice supports the effective delivery of services across the organisation.

2. Report summary

2.1 Situation

This report provides information to Board Members on key issues discussed within the Governance Committee's remit, in order to provide assurance to the Board that those matters have been identified and are being addressed, where required.

2.2 Background

The Board Model Standing Orders advise that Board meeting papers will include the minutes of committee meetings which the relevant committee has approved. To ensure that there is no delay in reporting from committees this paper provides a timely update on key issues from committees.

2.3 Assessment

Key issues agreed by Committee are noted below. Identification of organisational risks, stakeholder considerations and other impacts were included in papers to the Committee.

- The Information Governance Committee received NHS Ayrshire & Arran's Freedom of Information (FOI) Annual Report 2019. Committee members discussed FOI activity for the period October to December 2019 and it was noted that 95.3% of FOI requests were responded to within the statutory timescale. Committee members recognised the significant work done by staff to achieve this excellent performance.
- Committee members received an assurance report on Board's compliance with the Public Records (Scotland) Act 2011 and progress to implement the Records Management Plan (RMP). Committee members were encouraged by the good progress being made in the management of corporate records paper storage. Committee members received assurance on work to develop email management guidelines and deliver training prior to Board's migration to Office 365
- Committee members discussed the Information Governance (IG) update report and were supportive of plans to proactively upskill the IG team to ensure they have the skills required to deliver the IG work programme.

2.4 Recommendation

The Board is asked to be aware of and discuss the key issues highlighted and receive assurance that issues are being addressed, where required.