

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Monday 4 December 2023
Title:	Information Governance Committee meeting on 13 November 2023 – Chair’s report to NHS Board
Responsible Director:	Dr Crawford McGuffie, Medical Director, Deputy Chief Executive and Caldicott Guardian
Report Author:	Mr Marc Mazzucco, Non-Executive Member, Committee Chair

1. Purpose

This is presented to the Board for: Discussion.

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 items 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 advises 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 items from committees.

2.3 Assessment

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

- Committee members were advised that the new Cyber Security Learnpro training module was introduced on 1 October 2023 and it is mandatory for all staff to complete this training every two years.
- The Committee noted the strong local actions being taken in response to a recent data breach involving staff sharing a patient's personal information via WhatsApp. A range of communication is being sent to staff underlining that this application must not be used for business related purposes.
- Members were pleased with the progress that continues to be made to improve the quality and level of detail across the range of reports being provided. Reports are succinct with issues clearly identified as well as actions being taken, giving the Committee the level of assurance required to fulfil its governance role and remit.
- Members approved the Committee's meeting dates for 2024-2025, including a face-to-face meeting scheduled for 11 November 2024.

2.4 Recommendation

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