

NHS Ayrshire & Arran



Meeting:	Ayrshire and Arran NHS Board
Meeting date:	Tuesday 26 March 2024
Title:	Information Governance Committee meeting on 26 February 2024 – 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 Director

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.

- **Information Governance Strategic Risk Register** – Committee members discussed the risk register. A new strategic risk ID 856 has been added to the

register relating to retention of mailboxes to support the COVID inquiry. Members received assurance that significant work has taken place to align with the COVID inquiry's requirements and that mailboxes have been retained for key decision-makers related to COVID who have now left the organisation.

- **Information Governance Committee Terms of Reference (ToR) annual review** – The Committee reviewed and endorsed the changes made to the ToR, specifically that the Chief Executive has taken on the role of Senior Information Risk Owner (SIRO). The committee was content that the ToR remained appropriate for the current and proposed work over the next year.
- **Information Commissioner's Office action plan** – The Committee noted the update on the Board's progress with the plan. Members received assurance that, while there had been delays in taking forward some of this work due to current workload compounded by staff absence, the situation is being actively managed on a risk based approach. This work is set in the context of positive updates around Corporate Records Management, Information Security, and Freedom of information Reports.

2.4 Recommendation

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