# Issue Sheet

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<tr>
<td>Title</td>
<td>NHSBSA Information Governance Steering Group Terms of Reference</td>
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## Revision Details

<table>
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<tr>
<th>Version</th>
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<tr>
<td>Initial Release</td>
<td>5.03.2007</td>
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<td>Exec Board</td>
<td>None</td>
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| a                | 31.05.2007 | IGSG       | IGSG        | Breaches of the Freedom of Information Act 2000 (FOIA), Environmental Information regulations 2004 (EIR) and the Re-use of Public Sector Information regulations 2005 (PSI) to be included in 3.1.6.  
Specific reference in 3.1.6 is to be made that CFSMSD fraud investigations are not included  
In 5.1 “A representation from Information Technology” is to be amended to “A representation from NHSBSA Information Technology”.  
In 5.1 “A representation from each of the NHSBSA divisions” to be amended to “A representative for the NHSBSA divisions”.  
The two bullet points in 5.1 “A representation from Information Technology” and “A representation from Human Resources” to be moved to 5.2 |
| b                | 16.5.2008  | IGSG       | IGSG        | Change 3.1.1 to be “Ensure that the NHSBSA has effective policies and management arrangements covering all aspects of Information Governance and that these policies and management arrangements are approved for use”.  
Move from 5.2 to 5.1 the “Head of Internal Audit and Risk Management”. |
| c                | 29.9.2008  | IGSG       | IGSG        | Add in responsibilities related to the “Inventory of Information Transfers” spreadsheet. |
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1 Introduction

1.1 The development of robust information governance arrangements is an important issue in the successful development of the NHSBSA. Upon establishment, the NHSBSA inherited five differing approaches to information governance from the five predecessor organisations. It is important to co-ordinate this work through a central resource.

2. Purpose of Information Governance Steering Group

2.1 The Information Governance Steering Group will co-ordinate all work in relation to information governance.

3. Functions of Group

3.1 The Information Governance Steering Group will:

3.1.1 Ensure that the NHSBSA has effective policies and management arrangements covering all aspects of Information Governance and that these policies and management arrangements are approved for use.

3.1.2 Co-ordinate the work relevant to addressing all necessary issues included in the DH's (via Connecting for Health) information governance toolkit.

3.1.3 Ensure that the NHSBSA undertakes all necessary assessments and audits of information governance policies and arrangements. This in particular requires a quarterly review of the “Inventory of Information Transfers” spreadsheet to review its accuracy and to identify, for the non-green status transfers, relevant cost-effective mitigation actions and to monitor the implementation of these.

3.1.4 Develop an information governance improvement plan, identifying any necessary implementation resources and will monitor implementation of the plan.

3.1.5 Act as a reference point for NHSBSA staff, other NHSBSA committees, working groups and/or programme
boards to support and promote issues in relation to information governance.

3.1.6 Maintain an overview of investigations involving confidentiality, data protection, information security, freedom of information, environmental information regulations and the re-use of public sector information regulations breaches.

**NB** Counter Fraud and Security Management Service Division fraud investigations are specifically excluded from the remit of this group.

3.1.7 Address issues relating to staff involvement in information governance and arrange any necessary and appropriate training.

3.1.8 Advise on and approve protocols in relation to information sharing issues (e.g. with other organisations) on behalf of the NHSBSA.

3.1.9 Be responsible for the collation and co-ordination of any relevant corporate information governance performance management for approval and signing off by the Executive Board as necessary.

### 4. Authority of the Group

4.1 The Information Governance Steering Group has all the authority necessary to undertake its functions as outlined above.

### 5. Membership

5.1 The Group’s membership will be as follows:

- Caldicott Guardian (currently the Director of Human Resources)
- Corporate Secretary
- Information Governance Manager
- A representative for the NHSBSA divisions
- Head of Internal Audit and Risk Management
5.2 Also, on an as and when required basis, the following staff may be asked to attend:

- Head of Estates
- A representation from Finance
- A representation from Human Resources
- A representation from NHSBSA Information Technology

5.3 The Group will be chaired by the Caldicott Guardian who is also a member of the Executive Board. A vice chair will be nominated and agreed by the Group at its first meeting and recorded in the minutes.

5.4 The Group will be quorate when the Chair (or vice chair) is present plus at least two other full members.

6. Governance Arrangements

6.1 The Information Governance Steering Group will report directly to the Executive Board. It will comply with the NHSBSA’s corporate governance arrangements in terms of decision making, minutes etc.

6.2 Although the Group may need to meet more frequently initially, it is not expected to meet more than 6 times per year.

7. Duration of Information Governance Steering Group

7.1 The Group will continue to operate until such a time that it is no longer required. However, these terms of reference will be reviewed on an annual basis.