

Report To:	Governing Body
Report Title:	Delegation to Clinical Quality, Safety and Governance Committee for Approval of the Information Governance Toolkit Submission
Report From:	Maria Maltby – Head of Corporate Affairs
Date:	09 March 2017
Previously considered by:	N/A

Purpose of the report:	
The purpose of this report is to seek Governing Body delegation to the Clinical Quality, Safety and Governance Committee for the approval of the Information Governance Toolkit submission.	
Key Points:	
<ul style="list-style-type: none"> • In order for CCGs to demonstrate compliance with information governance legislation, policies and best practice, NHS Digital has developed a set of information governance requirements known as the Information Governance Toolkit. The Information Governance Toolkit provides the CCG with a web-based self- assessment facility against standards on: <ul style="list-style-type: none"> ○ Information Governance Management; ○ Confidentiality and Data Protection Assurance; ○ Information Security Assurance; and ○ Clinical Information Assurance. • For each requirement on the Information Governance Toolkit the CCG must upload specific evidence and record an attainment level between 0 (little or no evidence of compliance) to 3 (full compliance, routinely reviewed). • The Information Governance Toolkit Version 14 was released in June 2016. The Arden and GEM IG Team have reviewed the Toolkit and the current status of compliance is 76% (minimum achievement is 66%). At the time of writing this report some of the evidence relating to IT, required to support this compliance level is outstanding. We are confident that this will be available in time for submission. • The Governing Body are required to approve the self-assessed compliance status prior to submission by the deadline of 31 March 2017. Given that there is some outstanding evidence and the submission is required prior to the next Governing Body meeting, the Governing Body are asked to delegate authority to the Clinical Quality, Safety and Governance Committee to confirm the final compliance status and approve the submission of the Information Governance Toolkit by the deadline. 	
Recommendation:	
<ul style="list-style-type: none"> • It is recommended that the Governing Body delegate authority to the Clinical Quality, Safety and Governance Committee to confirm the final compliance status and approve the submission of the Information Governance Toolkit by the deadline. 	

WNCCG Objectives (delete “✓” as appropriate):	
To improve health, health outcomes and reduce inequalities	To make the best use of resources ✓

To lead the way to safety and quality through commissioning	To build a health system fit for our population by 2020
Quality, risk and assurance issues	None identified
Equality and diversity issues	None identified
Legal and regulatory issues	None identified
Patient Engagement Issues	None identified