

<b>Title</b>	Information Strategy Group – Annual Report and Review of Terms of Reference			
<b>Meeting</b>	Board of Directors			
<b>Date</b>	29 March 2016			
<b>Executive Summary</b>				
<p>The attached Annual Report (item no 10d i) was considered and approved by the Information Strategy Group at its meeting on 15 March 2016. The report includes a review of the annual workplan for 2015/16 which details the sources of assurance which the Committee has relied upon in meeting its terms of reference.</p> <p>The Information Strategy Group has also reviewed its Terms of Reference and annual workplan for 2016/17 (item no 10d ii) and proposed that the Terms of Reference be amended as highlighted in the attached draft to include reference to financial turnaround and service transformation and the identification of items for escalation to the Board of Directors.</p>				
<b>Recommendation</b>				
<p>The Board of Directors is requested to</p> <ul style="list-style-type: none"> <li>consider and comment upon the Annual Report from the Information Strategy Group</li> <li>agree to the proposed revised Terms of Reference and annual workplan for the Information Strategy Group</li> </ul>				
<b>Report Author</b>	Mr M Alexander			
<b>Executive Director/ Sponsor</b>	Mr M P Robson			
<b>Purpose of paper</b>	<b>Information</b>	x	<b>Discussion</b>	x
	<b>Decision</b>	x	<b>Assurance</b>	x
	<b>Specific action</b>			
<b>Recommended following approval at:</b>				
<b>Implications</b>	<b>Staffing</b>			
	<b>Finance</b>			
	<b>Legal</b>			
	<b>Public engagement</b>			
	<b>Partnership</b>			
	<b>Communication</b>			
	<b>Equality &amp; Diversity</b>			
	<b>Clinical</b>			
	<b>Patient Safety</b>			
<b>Risk assessment and mitigation (include risk register reference if appropriate)</b>				
<b>Link to STFT Business Plan</b>				
<b>Link to CQC outcome</b>				

<b>Link to Board Assurance Framework</b>	
<b>Link to Strategic Risk Register</b>	



## **INFORMATION STRATEGY GROUP ANNUAL REPORT**

### **Introduction**

The Information Strategy Group (ISG) as a sub committee of the Board of Directors, is required to report annually to the Board on how it has met its terms of reference and provided assurance on any delegated matters.

In its meeting held on 22 January 2015 the Information Strategy Group set out its annual plan for 2015/16. Appendix 1 of this report provides that annual plan, along with a summary statement of activities carried out by the committee to meet the planned objectives. This report provided a summary of the business conducted by the group during the period covered by the plan.

### **Summary of Business Conducted**

The Information Strategy Group has met, as planned, on five occasions and at each occasion has been quorate.

There were no declarations of interest at any of the meetings. Minutes and papers were received on a timely basis at all meetings, with minutes approved at each meeting.

The following standing agenda items were discussed at each meeting:

- An Information Systems Development Programme Update Report was received and performance of developments and investment programmes were discussed and actions to mitigate any shortfall in performance were approved. The group considered information systems development priorities and where necessary varied those priorities as necessary. The committee also received a summary of each major project along with a performance dashboard. Key matter considered were delays in the e-Prescribing development programme, good progress made in the go live of the e-Discharge system, and delivery of the first stage of the EMIS web community electronic patient records system.
- The Information Services Risk Register was considered at each meeting and action noted to mitigate any identified risks. Principle risks considered were availability of ICT training resources to meet growing user populations; availability of administration resources to cover newly introduced applications such as Patient Flow and risks associated with implementing new systems in the Integrated Care Hub (Haven Court). Mitigating action was taken against all of these risks, reducing their status from red and bringing them under control where necessary.
- The group initially received Data Quality Reports at each meeting, however, it was decided to change the status of this aspect of business to require quarterly reporting. This was an increase over the original plan for a single annual report. The group oversaw the development of a new information governance control

register, which provides greater clarity over the quality control of information flows.

- The group received Information Governance reports at each meeting, approving the interim and final Information Governance Toolkit compliance report in March on behalf of the Board.. Due to changes in standards within the toolkit, the group oversaw work conducted to bring the Trust into compliance with the new standards, and at the end of the year a Green compliance statement was made.
- Minutes of the sub groups of the Information Strategy Group were received and considered by the group. Regular reports were received from the Medical Records Working Group, the Information Security Working Group and the Programme Delivery Steering Group. It was noted that sub groups were meeting regularly, were well attended and were successfully delivering agreed actions according to plan.

The committee reviewed and recommended an Information Technology capital programme for the years 2015/16 and 2016/17 at its January meetings in 2015 and 2016.

The committee gave approval for the following business cases to go forward to the appropriate Board.

- Proposal to develop a Health and Social Care Information Exchange in partnership with South Tyneside Council and South Tyneside CCG
- Renewal of the Patient Care System Contract with Silverlink Software Ltd.
- Procurement of Single Sign On password solution for acute, community and support services
- Proposal to provide a health and Social Care Information Exchange service to the Sunderland Vanguard programme
- Proposal to provide EMIS web implementation and project management services to the Sunderland care and Support

The committee approved the following policies on behalf of the Board:

- Policy for Placing of flags and digital markers in clinical computer systems
- IM&T Security Policy

The committee received briefings and considered actions relating to:

- The use of the Trust internet gateway
- An Internal Audit report into the compliance with Information Governance Toolkit standards

- Progress with the NHS Technology Fund
- The availability and effectiveness information technology training resources
- Successful delivery of the electronic patient discharge system and formal closure of the project phase
- Progress in successful go live and roll out of their EMIS web system for integrated community services
- The NHS 'Paper Free at the Point of Care' programmes
- The Trusts digital maturity assessment and 2020 paperless roadmap

The committee approved the Trusts Digital Maturity Assessment for submission to NHS England.

The committee approved the following requests for use of social media:

- St Benedict's Hospice request to use Facebook
- Gateshead Talking Therapies request to use Facebook

### **Conclusion**

In conducting its business as set out in this report, the Information Strategy Group has fully met its business plan for 2015/16 and has fully complied with its terms of reference.

## Appendix 1

**INFORMATION STRATEGY GROUP – Out turn of Activity Against Previous Annual Work Plan 2015/16**

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Actions Completed
		22 Jan	24 Mar	23 Jun	27 Oct	19 Jan	
<b>Authority</b>	The Information Strategy Group (ISG) is authorised by the Board of Directors (BoD) to ensure the appropriate information systems, applications and processes are in place across the Trust to support the effective and efficient delivery of services. The delegated authority includes formal submission of the Information Governance Toolkit annual return on behalf of the Trust and approval of Information related policies		✓	✓	✓		Information Governance Tool kit Return authorised in March 24 2015. Interim returns approved in June and October.  Policies approved: <ul style="list-style-type: none"> <li>• Policy for the Placing of Electronic Flags (risk/marker) Within Patient Management Systems</li> <li>• IM &amp; T Security Policy</li> </ul>
<b>Purpose</b>	<p>The ISG is a Sub Committee of the BoD. Its purpose is to consider and discuss all issues relating to the operation and development of information services across the Trust. The ISG will oversee the development and implementation of the Trust's Information Management and Technology Strategy and provide the BoD with the necessary assurances accordingly.</p> <p>The ISG will link with and support the objectives of the Trust's governance groups in the development of Information Services to meet the objectives of the Board Assurance Framework Principle Objectives and the Trust's Annual Plan.</p>	✓	✓	✓	✓	✓	<p>The group received regular strategic reports including:</p> <ul style="list-style-type: none"> <li>• E Patient discharge</li> <li>• Health and Social care Information Exchange</li> <li>• EMIS Community System</li> <li>• Paper Free at the point of care</li> <li>• Training resource planning</li> <li>• Digital maturity assessment and roadmap</li> </ul> <p>Proposed Annual Development Programme and Capital Programme was approved</p>

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Actions Completed
		22 Jan	24 Mar	23 Jun	27 Oct	19 Jan	
							<p>Minutes of the Medical Records and Information Security working groups were received</p> <p>Monthly reports were received from the development programme management group</p> <p>Information Governance tool kit compliance reports were received and actions agreed to meet reported shortfalls in compliance</p>
<b>Duties</b>	To consider strategic aspects of information development in all core business areas.	✓	✓	✓	✓	✓	<p>Information Systems Development Update Reports were received and actions agreed</p> <p>Management briefing reports were received into:</p> <ul style="list-style-type: none"> <li>• mobile working</li> <li>• Vanguard programmes</li> <li>• community EPR</li> <li>• hospital PAS</li> </ul>
	To consider corporate policy relating to key areas of information service and approve the IM&T Strategy Document; IM&T Security Documents; Health Care Records Management Policies; IM&T elements of Clinical Governance Strategy and Planning; Caldicott Guardian Issues; and IM&T elements of organisation and development plans.	✓	✓	✓	✓	✓	<p>Strategic briefings were given for:</p> <ul style="list-style-type: none"> <li>• EMIS pathfinder status</li> <li>• Digital maturity</li> <li>• Data quality</li> <li>• Technology fund project progress</li> </ul> <p>Information Governance Policies were approved.</p>

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Actions Completed
		22 Jan	24 Mar	23 Jun	27 Oct	19 Jan	
	To be responsible for the Trust's data quality programme	✓	✓	✓	✓		Data quality was established as a permanent agenda item with reports being revived on compliance in Jan 2015, Oct 2015 and Jan 2016, showing good progress in improving controls  Annual Data Quality Reports were replaced with quarterly reports
	To be responsible for the Trust's annual submission of the Information Governance Toolkit.		✓	✓	✓		ITK Update reports were considered at each meeting and approval for submission was given  The January 2016 meeting approved the Trust submission to the Digital Maturity Index
	To address any Clinical Governance issues relating specifically to the management and use of information to support the activities of the Trust.	✓	✓	✓	✓	✓	Medical Records Working Group minutes were received and discussed and risk issues raised  Clinical Safety Reports were reported in the programme summary reports  Business cases were approved for Board submission: <ul style="list-style-type: none"> <li>• Single sign on</li> <li>• Roll over of the Patient Care Systems Contract</li> </ul>
	To ensure the appropriate links are in place between the IM&T Strategy and the Organisational and	✓	✓	✓	✓	✓	report from the Information Systems Programme Management Office

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Actions Completed
		22 Jan	24 Mar	23 Jun	27 Oct	19 Jan	
	Development programme for the Trust.					✓	was submitted as a standing item on the agenda of every meeting  Minutes of the Programme Delivery Steering Group were received
	To ensure the appropriate risk registers and associated action plans are in place across the organisation for all risks relating to information management and technology.	✓	✓	✓	✓	✓	The Information Services Risk Register was changed to a standing agenda item with reports received from DATIX at all meetings
	To provide the necessary assurance to the Risk Management Assurance Group that the appropriate risk assessment measures are in place for any risks relating to information management and technology across the organisation.	✓	✓	✓	✓	✓	The Information Services Risk Register was changed to a standing agenda item with reports received from DATIX at all meetings
	To oversee the outcomes from the information governance sub-groups as decreed by the Information Governance programme.	✓	✓	✓	✓	✓	Reports on Information Governance compliance were received by every meeting and actions agreed  Minutes of the Information security working groups were received  Information Governance Toolkit submission reports were approved
	To undertake any other duties as delegated by the BoD. - Approval of Use of social media	✓	✓	✓	✓	✓	Use of social media was approved for: <ul style="list-style-type: none"> <li>• St Benedict's Hospice</li> <li>• Musculoskeletal Service</li> </ul>
<b>Minutes</b>	The minutes of the ISG meetings shall be formally recorded and submitted to the BoD. The minutes will be approved electronically by ISG members within two	✓	✓	✓	✓	✓	Minutes of the ISG were received and progress against actions tracked

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Actions Completed
		22 Jan	24 Mar	23 Jun	27 Oct	19 Jan	
	weeks of respective meetings being held. Where actions arise from the minutes, these will be requested of the respective individual(s) by the Chair (or Vice Chair in the Chair's absence) of ISG within three weeks of the respective meeting being held. The ISG will be supported by Trust HQ administrative support.						
<b>Reporting</b>	The ISG is accountable to the BoD and as such will present an annual work plan for the following financial year to the BoD in March of each year. The ISG will present an annual report on its work to the BoD in April of each year. A full copy of all ISG agenda papers will be made available to the Chair of the BoD for information.	✓				✓	Development Portfolio Prioritisation Reports were received at each group and a capital programme was agreed
		✓	✓	✓	✓	✓	The Information Systems Development Dashboard was discussed at each meeting
		✓				✓	The 2016/17 IT Capital Programme was approved at the January 2016 meeting
<b>Reviewing</b>	These Terms of Reference will be reviewed annually by the ISG and any changes recommended to the BoD.	✓					The Terms of Reference were reviewed at the January 2015 meeting

