



INFORMATION STRATEGY GROUP

TERMS OF REFERENCE

Authority The Information Strategy Group (ISG) is authorised by the Board of Directors (Board of Directors) 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.

Purpose The ISG is a Sub Committee of the Board of Directors. 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 Board of Directors with the necessary assurances accordingly.

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.

The ISG will ensure that the strategies and work plans reflect Trust objectives of financial turn around and service transformation.

Membership Non Executive Director (Chair)
 Medical Director
 Exec. Dir. Finance (SIRO)
 Exec. Director of Nursing and Patient Safety (Caldicott Guardian)
 Chief Operating Officer
 Executive Director Personnel & Development
 Director of Information Services (in attendance)
 Patient Governor (in attendance)

Quorum Minimum of four members, one of which must be the Chair and three must be Executive Director or Medical Director level. Members will give at least four weeks notice of lack of attendance and will ensure adequate deputies attend where this is the case.

Frequency Meetings shall be held no less than four times per annum.

Duties To consider strategic aspects of information development in all core business areas.

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.

To be responsible for the Trust's data quality programme

To be responsible for the Trust's annual submission of the Information Governance Toolkit.

To address any Clinical Governance issues relating specifically to the management and use of information to support the activities of the Trust.

To ensure the appropriate links are in place between the IM&T Strategy and the Organisational and Development programme for the Trust.

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.

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.

To oversee the outcomes from the information governance sub-groups as decreed by the Information Governance programme.

To undertake any other duties as delegated by the Board of Directors

At each meeting the Information Strategy Group will agree any items that requires escalation by the Chair of the committee to the next Board of Directors

The committee will review its terms of reference on an annual basis and will provide an annual report to the Board of Directors giving assurance that those terms are being met

Minutes

The minutes of the ISG meetings shall be formally recorded and submitted to the Board of Directors. The minutes will be approved electronically by ISG members within two 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.

Reporting

The ISG is accountable to the Board of Directors and as such will present an annual workplan for the following financial year to the Board of Directors in March of each year. The ISG will present an annual report on its work to the

Board of Directors in April of each year. A full copy of all ISG agenda papers will be made available to the Chair of the Board of Directors for information.

Reviewing

These Terms of Reference will be reviewed annually by the ISG and any changes recommended to the Board of Directors

Last Reviewed : 15 March 2016

INFORMATION STRATEGY GROUP – Review of Terms of Reference & Annual Work Plan 2016/17

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Comments
		15 Mar	31 May	1 Nov	10 Jan	7 Mar	
Authority	The Information Strategy Group (ISG) is authorised by the Board of Directors (Board of Directors) 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		X	X	X		Information Governance Submission Approval
Purpose	<p>The ISG is a Sub Committee of the Board of Directors. 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 Board of Directors 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>	X	X	X	X	X	<p>Production and Review of Information Technology Strategy</p> <p>Information Strategy subject briefings</p> <p>Proposed Annual Development Programme and Capital Programme</p> <p>Minutes of the Medical Records and Information Security working groups</p> <p>Monthly reports from the development programme management group</p> <p>Information Governance toolkit reports</p>

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Comments
		15 Mar	31 May	1 Nov	10 Jan	7 Mar	
Duties	To consider strategic aspects of information development in all core business areas.	X	X	X	X	X	Information Systems Development Update Report
		X	X	X	X	X	Management briefing reports on specialist areas of development strategy
	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.		X				Information Technology Strategy
		X	X	X	X	X	Annual Review of IM&T Strategy Information Governance Policies as recommended by sub groups
	To be responsible for the Trust's data quality programme		X	X	X		Data quality elements of the Information Governance Toolkit are reported in the IGTK reports
		X	X	X	X	X	Quarterly Data Quality Report
	To be responsible for the Trust's annual submission of the Information Governance Toolkit.		X	X	X		Update report to each meeting and submissions for approval as required
	To address any Clinical Governance issues relating specifically to the management and use of information to support the activities of the Trust.			X			Annual report of the Medical Records Working Group
		X	X	X	X	X	Clinical Safety Reports within development projects
		X	X	X	X	X	Consideration of business cases relating to clinical information governance issues, such as the revised format for Hospital Notes
	To ensure the appropriate links are in place between the IM&T Strategy and the Organisational and Development programme for the Trust.	X	X	X	X	X	Standing item on the agenda receives a report from the Information Systems Programme Management Office
						X	Minutes of the Programme Delivery Steering Group

	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Comments
		15 Mar	31 May	1 Nov	10 Jan	7 Mar	
	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.	X		X		X	The Information Services Risk Register is on DATIX and presented Bi-Annually
	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.	X		X		X	The Information Services Risk Register is on DATIX and presented Bi-Annually
	To oversee the outcomes from the information governance sub-groups as decreed by the Information Governance programme.		X				Information Governance Group Annual Report
		X	X	X	X	X	Minutes of the Information security working groups
			X	X	X		Information Governance Toolkit submission reports
	To undertake any other duties as delegated by the Board of Directors. - Approval of Use of social media	X	X	X	X	X	Standing Item – as required
Minutes	The minutes of the ISG meetings shall be formally recorded and submitted to the Board of Directors. The minutes will be approved electronically by ISG members within two 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.	X	X	X	X	X	Minutes of the ISG
Reporting	The ISG is accountable to the Board of Directors and as such will present an annual work plan for the following financial year to the Board of Directors in March of each year. The ISG will present an annual report on its work to the Board of Directors in April of each year. A full copy of all ISG agenda papers will be made available to the Chair of the Board of Directors	X				X	Development Portfolio Prioritisation Report
		X	X	X	X	X	Information Systems Development Dashboard
		X				X	IT Capital Programme

	for information.						
	Summarised Terms of Reference	Dates of Meetings					Source of Assurance/ Comments
		15 Mar	31 May	1 Nov	10 Jan	7 Mar	
Reviewing	These Terms of Reference will be reviewed annually by the ISG and any changes recommended to the Board of Directors.	X	X	X	X	X	Minutes of the ISG