

TO: West Gloucestershire Primary Care Trust

FROM: Information Governance Group

DATE: 20th November 2003

SUBJECT: INFORMATION GOVERNANCE GROUP

1.0 PURPOSE

1.1 To provide the Board with an update on the work of the Freedom of Information Project Group and to present the Terms of Reference for approval of the Information Governance Group.

2.0 BACKGROUND

2.1 Members will recall that a Freedom of Information Project Group was convened to prepare a Freedom of Information Publication Scheme, in order to comply with the requirements of the Freedom of Information Act 2000. Publication Schemes are guides to what information the organisation will routinely publish or intends to publish.

2.2 The draft Freedom of Information (FOI) Publication Scheme was presented to the Board in July 2003. The FOI Scheme was finalised and "went live" on 31st October 2003. It can be accessed on the PCT website at:
www.westglospct.org.uk/westglospct/westglospct40537.html

2.3 Hard copies of the Publication Scheme are being sent to all main libraries within Gloucestershire and to the other Trusts in the local health community. Hard copies are also available on request from the PCT Headquarters.

3.0 DISCUSSION

3.1 Following completion of the FOI Publication Scheme it was proposed that the Project Group would continue to meet to review organisational processes in preparation for the introduction of the full access Freedom of Information regime in January 2005.

3.2 However it was subsequently suggested that the Terms of Reference and Membership of the Group should be reviewed in order to consider the requirements of Information Governance. Information Governance provides a framework to bring together all of the requirements, standards and best practice that apply to the handling of personal information, including:

- **Data accreditation and data quality**
- **Caldicott sharing of patient identifiable information**

- **Consent to sharing of personal information**
- **Information security management**
- **Common law duty of confidentiality**
- **The Data Protection Act 1998**
- **Records Management**
- **The Freedom of Information Act 2000**

In effect Information Governance underpins the development of a culture to handle information appropriately.

- 3.3 Draft Terms of Reference and Membership of the proposed Information Governance Group are attached at Annex 1. The Groups main purpose will be to develop a collaborative work programme to support Information Governance requirements across the PCT.

4.0 RECOMMENDATION

- 4.1 The Board is asked to approve the Terms of Reference and Membership of the Information Governance Group.