

WEST GLOUCESTERSHIRE PRIMARY CARE TRUST

INFORMATION GOVERNANCE GROUP

TERMS OF REFERENCE

Purpose

To develop a collaborative work programme to support Information Governance requirements across the PCT

Terms of Reference

1. To agree a work plan and timescales for Information Governance issues in the PCT
2. To produce, develop and maintain a consistent Information Governance Framework across the organisation covering areas such as e-mail, Internet use etc. Provide support for organisational understanding and implementation in these areas
3. To monitor the PCTs compliance with its statutory obligations in respect of Freedom of Information, Retention and Disposal Procedures, Data Protection etc.
4. To ensure Information Governance requirements are taken forward by the Trusts primary care contractors and provide training and support if required
5. To promote and maintain the "Information Sharing Principles Agreement" across the local health community
6. To support the production and promotion of materials for patients and public publicising how their information is used and how they get access

Membership

Mike Theelke, Director of Finance (Chair)
Mel Crosby, Assistant Director of Corporate Services
Anthony Dallimore, Head of Communications, Shared Services
Sarah Hammond, Information Manager
Dr Andrew Rodgett, Caldicott Guardian
Kevin Stephens, Non-Executive Director
Ann McCluskey, Director of Human Resources
Lee Charlton, IT Support Officer

Julia Maclean, Head of FHS Shared Service

Mary Howells, Admin. Manager, Lydney Hospital

Judy Morgan, Admin. Manager, The Dilke Hospital

Bernie Wood, Head of IT (Partnership Trust and PCTs)

Pat Cook, Information Governance Programme Manager, Gloucestershire IM&T Programme

Other representatives (e.g. Data Accreditation) may be co-opted as required

Frequency of Meetings

To be agreed

Reporting Arrangements

The Group will report on a regular basis to the Board.