

CCG Board
MEETING ON 28th October 2015

Title of Report:	Information Governance (IG) Management Framework	
Board Sponsor:	Mandy Ansell, (Acting) Interim Accountable Officer and SIRO Jane Foster-Taylor, Chief Nurse and Caldicott Guardian	
Prepared by :	Tracey van Wyk, Essex CCGs IG Lead	
Committees previous consulted:	Information Governance Steering Group Audit Committee 18 th September 2015	
Executive Summary:	<p>The aim of this framework is to set out how the NHS Thurrock Clinical Commissioning Group will effectively manage Information Governance (IG). The organisation will achieve compliance by:</p> <ul style="list-style-type: none"> • Establishing robust IG processes that conform to NHS England and the Health and Social Care Information Centre (HSCIC) standards and comply with relevant legislation. • Establishing, implementing and maintaining policies for the effective management of information. • Providing clear advice and guidance to staff to ensure that they understand and apply the principles of IG to their working practice. • Sustaining an IG culture through increasing awareness and promoting IG, thus minimising the risk of breaches of personal data. • Assessing the organisation’s performance using the IG Toolkit and Internal Audits and developing and implementing action plans to ensure continued compliance. <p>As part of the annual review of the IG Toolkit there is a requirement to review the Information Governance Management Framework to ensure it meets the legal, national and local guidance standards.</p> <p>All the changes and additional information have been “tracked” throughout the reviewed document for ease.</p>	
Financial / Resource Implications:	None	
Fit with CCG strategy/objectives:	Having the right information, in the right place, at the right time to support the CCG’s vision for patient care integration between health and social care.	
Risks identified / Outcome / Link to BAF:	None	BAF Ref: TBC

Actions Required:	If approved, the final document to be shared with staff and posted on the CCG intranet.	When By: November 2015
Recommendation to the Committee:	The Board is asked to approve and adopt the Information Governance Management Framework for 2015-2016.	