



**ANGUS HEALTH AND SOCIAL CARE**

**INTEGRATION JOINT BOARD – 26 JUNE 2019**

**INFORMATION GOVERNANCE STRATEGY 2019-2022 AND SUPPORTING POLICIES**

**REPORT BY VICKY IRONS, CHIEF OFFICER**

**ABSTRACT**

This report seeks approval for an Information Governance Strategy for the Angus Health and Social Care Partnership, along with supporting policies in relation to information security, data protection, access to information.

**1. RECOMMENDATIONS**

It is recommended that the Integration Joint Board:-

- (i) approve the Information Governance Strategy 2019-2022;
- (ii) approve the Information Security Policy;
- (iii) approve the Access to Information Policy; and
- (iv) approve the Data Protection Policy.

**2. BACKGROUND**

The IJB is accountable for the governance of all information assets created or processed in the carrying out of its various functions. Where those functions are carried on its behalf by NHS Tayside or Angus Council under the direction of the IJB, the IJB needs to be assured that its information assets are subject to appropriate governance and management arrangements. While NHS Tayside and Angus Council have their own policy framework for information governance, the IJB needs to ensure that there are common standards of governance in place in respect of all its information assets across all organisations involved in their creation and processing.

As the primary purpose of the IJB is the integration of health and social care it is essential that the information which underpins its functions is also integrated and readily accessible to staff delivering health and social care services irrespective of which organisation they are employed by. It is equally important that the work of the IJB is as transparent as possible to the public it serves, and that there is an agreed policy on public access to information across all IJB services irrespective of who delivers them.

**3. CURRENT POSITION**

The IJB's information assets are currently held in a variety of electronic and paper systems managed separately by either NHS Tayside or Angus Council, or by third parties contracted to carry out IJB functions on its behalf.

Both NHS Tayside and Angus Council are intending to move their electronic information from local servers to cloud based services over the next two years. This development will offer opportunities for greater integration of IJB information assets and access to those assets by staff and by the public.

Over the next three years the IJB will be responsible for implementing the records management plan which was submitted to the Keeper of the Records of Scotland in March of this year. A key element of the implementation of the records management plan will be to undertake a programme of digitisation of paper records, in partnership with NHS Tayside and Angus Council, to improve the accessibility, security, and consistency of IJB records.

Action will also be required to meet new statutory duties in relation to the accessibility of information published by the IJB on the internet and to ensure all documents produced electronically by, or on behalf of, the IJB are accessible to people with visual impairment.

#### **4. PROPOSALS**

The Information Governance Strategy 2019-2022 provides an assessment of progress to date sets out a programme of further action over the next three years under four main themes:

- Organisation and Management
- Integration and Collaboration
- Confidentiality and Security
- Transparency and Accessibility

The strategy also sets out an information governance framework which will provide the IJB with assurance that its information assets are being lawfully and safely managed, and that the strategy objectives are being delivered.

The governance framework will be supported by four main policies:

- Records Management
- Data Protection
- Information Security
- Access to Information

The first of these was approved by the IJB at its meeting on 27 February 2019. The data protection and data security policies, submitted as part of this report, set out the principles and standards which the IJB require to be applied in the processing of all its information assets by NHS Tayside, Angus Council, and third party contractors.

The access to information policy sets out principles and standards in relation to the discharge of the IJB's duties under the Freedom of Information (Scotland) Act 2002 and the Equality Act 2010.

Together with staff guidance and operational procedures, which are currently being drafted, the strategy and supporting policies will ensure that the IJB maintains the highest standards of information governance going forward.

#### **5. FINANCIAL IMPLICATIONS**

Delivery of many of the strategy objectives is dependent on close collaboration between the IJB and both NHS Tayside and Angus Council.

Where elements of the strategy are already covered by the support agreement between NHS Tayside, Angus Council, and the IJB, it is expected that any associated costs will be absorbed by NHS Tayside and Angus Council as part of their support contribution.

Where elements of the strategy are not already covered by the support agreement, notably in respect of digitisation and management of an integrated intranet for the Partnership, it is likely that resources will need to be identified from within existing devolved budgets.

A further report will be submitted to the IJB on resources required for implementation of the strategy once negotiations with NHS Tayside and Angus Council have been concluded.

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List of Appendices:

Appendix 1 - AHSCP Information Governance Strategy 2019-2022  
Appendix 2 - AHSCP Information Security Policy  
Appendix 3 - AHSCP Data Protection Policy  
Appendix 4 - AHSCP Access to Information Policy