



LINDSEY LODGE HOSPICE

IT & Information Governance Committee

Terms of Reference

The Committee

The IT & IG Committee shall have terms of reference and a delegated authority to act from the Board of Trustees in relation to IT & Information Governance (IG) issues, reporting to the Board of Trustees at Board meetings.

1. Role and Responsibilities

The role of the committee is to provide assurance to the Board, that Lindsey Lodge Hospice is appropriately governed and well managed across the full range of activities and to provide internal and external assurance relating to IT & IG by:

- advising and contributing to the overall quality of the service;
- ensure that an appropriate comprehensive information governance framework and systems are in place throughout the organisation and in line with national standards
- ensure that information governance and information security training is made available and taken up by staff as necessary to support their role.
- ensure the organisation's approach to information handling is communicated to all staff and made available to the public.
- ensuring compliance with all applicable legal and regulatory requirements, in particular those of CQC and Information Commissioners Office.
- ensuring that internal audit is consistent with the governance needs of the organisation.
- ensuring that risk management and internal control is appropriate and of the highest standard, escalating risks to the Board via the organisation's risk register.
- offer support, advice and guidance concerning Information Governance/Security and Data Protection issues.
- offer guidance on matters of data protection and confidentiality via the Caldicott Guardian.
- provide a focal point for the resolution and/or discussion of Information Governance issues
- ratifying relevant policies and guidelines.
- reporting after each meeting to the Board of Trustees any issues of concern or action
- review the annual Information Governance Toolkit assessment and its submissions;
- reviewing related activity and data
- reviewing the establishment and maintenance of effective systems of quality governance and monitoring
- develop and support the implementation of an IT Strategy
- Oversee a 5 year rolling replacement programme for IT equipment
- Agree IT standards and policies

2. Membership of the Committee

The committee shall be comprised of at least two Board Trustees, the Chief Executive, the Director of Nursing and Patient Services (Deputy Chief Executive), the Director of Business Development, the Caldicott Guardian (Medical Director), the Finance Manager, IT Support Officer and the IG/GDPR lead.

Other staff may be invited to attend by the chair, particularly when the committee is discussing an issue that is the responsibility of that team leader.

3. Quorum

The quorum shall be four members of the committee but must always include two Board trustees, the Chief Executive or Deputy Chief Executive and one other Senior Manager/Director.

4. Chair of the Committee

The Chair of the committee shall be a Trustee selected by the Board. In their absence their place shall normally be taken by either the Medical Director or Chief Executive.

5. Meetings

The IT & IG Committee shall meet at least four times per year. The Chair may at any time convene additional meetings of the committee to consider business that requires urgent attention.

6. Notice of meetings

Meetings of the Committee shall be called at the request of the Chair. Notice of each meeting, including an agenda and supporting papers shall be forwarded to each member of the IT & IG committee not less than five working days before the date of the meeting.

7. Reporting to the Board of Trustees

The minutes of each meeting of the IT & IG Committee shall be tabled at the Board for information only. The chair shall draw to the attention of the Board any issues that require disclosure or require Board action, together with reports of particular interest or importance, completing a Highlight Report.

8. Terms of Reference

The committee must review and update these terms of reference every two years.

9. Authority

The committee is authorised by the Board of Trustees to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee or outside agency, and all employees are directed to co-operate with any request made by the committee.

Date issued: January 2018

Next Review date- 6 months, June 2020