

Enw y Grŵp/Is-Bwyllgor: Name of Group:	Information Governance Sub-Committee (IGSC)
Cadeirydd y Grŵp/Is-Bwyllgor: Chair of Group:	Huw Thomas, Director of Finance
Cyfnod Adrodd: Reporting Period:	17 April 2024
Y Penderfyniadau a'r Materion a Ystyriodd y Grŵp/Is-Bwyllgor: Key Decisions and Matters Considered by the Group:	
<p>Policies and Procedures</p> <p>The Sub-Committee were requested to approve the proposed All Wales Information Governance Policy, which replaces the current All-Wales Information Governance, Information Security, Email, and Internet policies. Policies to be replaced:</p> <ul style="list-style-type: none"> • 836 - All Wales Information Governance Policy (27 April 2024) • 837 - All Wales Information Security Policy (27 April 2024) • 495 - All Wales Internet Usage Policy (27 April 2024) • 494 - All Wales Email Use Policy <p>The current policy has been developed by Digital Health and Care Wales (DHCW), Information Governance Managers Advisory Group (IGMAG), and Operational Security Service Management Board (OSSMB). The Sub-Committee recognised that the new policy does not have the level of detail required for the Health Board and requested that the Information Governance and Cyber Team develop local procedures, which will be included within the policy which subsequently will be considered by the Sub-Committee before recommending the policy for approval.</p> <p>Data Quality Update</p> <p>The Sub-Committee received an update from the Information Quality Assurance (IQA) programme. The IQA team has provided a report on the processing of records for transgender patients across the Health Board. This is a result of The Gender Recognition Act 2004, which is an Act of the Parliament of the United Kingdom that allows adults in the United Kingdom who have gender dysphoria to change their legal gender. It came into effect on 4 April 2005.</p> <p>Everyone should be able to have their identity recognised and validated by services they access, including health services, and use the correct name, title and gender marker. The Sub-Committee noted that despite numerous national meetings and workshops, there are still no national guidelines for the updating of patient records for transgender patients.</p> <p>The Sub-Committee thanked the team for their update and the recommendations contained within the report.</p> <p>Information Governance Audits</p>	

The Sub-Committee approved the proposed schedule of audit visits for 2024/25, which covers Withybush Hospital, Bronglais Hospital, Glangwili Hospital and Prince Philip Hospital. Audit visits will also be undertaken in Integrated Care Centres, Health Centres and Community Hospitals across the Hywel Dda University Health Board (HDdUHB) area.

Corporate and Medical Records Storage Assurance Report

The Sub-Committee noted the update on the on-going work to remove and reduce the risks associated with record storage. The Sub-Committee were pleased to note that over 400 boxes had been returned from a private off-site storage facility to the records storage facility in Llangennech.

Information Governance Toolkit submissions – Health Board and Managed Practices

The Sub-Committee noted the completion and submissions for the IG toolkits for the Health Board and Managed Practices. The main area for improvement is:

- To improve the overall IG compliance within HDUHB to 85%, which currently stands at 78%

Information Commissioner Office (ICO) Notifications

Since April 2023, there have been 5 occurrences when a notification to the Information Commissioner's Office (ICO) has been required. The following table highlights the current notifications:

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Open	-	-	1	1	1	0	-	-	-	-	1	-	4
Closed	-	-	-	-	-	1	-	-	-	-	-	-	1
Total	0	0	1	1	1	1	0	0	0	0	1	0	5

Of the cases listed above, one has been closed by the ICO, whilst the others are in progress or awaiting responses from the ICO.

Cyber-Security and Network and Information Systems (NIS) Directive Update

A separate report has been prepared for presentation to the In-Committee Sustainable Resources Committee to provide an update on progress of cyber-security.

Materion y Mae Angen Ystyriaeth neu Gymeradwyaeth Lefel y Pwyllgor Adnoddau Cynaliadwy:

Matters Requiring Sustainable Resources Committee Level Consideration or Approval:

- No matters to consider

Risgiau Allweddol a Materion Pryder:
Key Risks and Issues / Matters of Concern:

- The wider strategic issue of the storage of records and boxes within external storage companies.

Busnes Cynlluniedig y Grŵp/Is-Bwyllgor ar Gyfer y Cyfnod Adrodd Nesaf:
Planned Group/Sub-Committee Business for the Next Reporting Period:

Adrodd yn y Dyfodol:
Future Reporting:

- Information Asset Owners and Information Asset Mapping Update
- Data Quality and Clinical Coding
- Information Governance Risk Register
- Information Governance Toolkit improvement plan
- Update on Cyber Security/Network & Information Systems Regulations (NISR)
- Caldicott Register to be returned to the IGSC meetings
- Digital/IG Policies and Procedures

Dyddiad y Cyfarfod Nesaf:
Date of Next Meeting:

15 April 2024