

WELSH HEALTH CIRCULAR



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

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Title: Information Governance Process

For Action by:

Action required: None

For Information to: See attached list

Sender: Mr Gordon McKenzie, Head of Information Services Division, Resources Directorate, Health and Social Care Department, National Assembly for Wales

National Assembly contact: Ruth Studley, Head of Information Standards, Resources Directorate, Health and Social Care Department, National Assembly for Wales

Enclosure(s):

Distribution List

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Assistant Director	Chartered Society of Physiotherapists
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IR Officer	Society of Chiropractors and Podiatrists
Regional Secretary	Union of Construction Allied Trades & Technicians
Board Secretary for Wales	Royal College of Midwives
Officer for Wales	AMICUS Electrical & Engineering Staff Association
Regional Secretary	AMICUS Amalgamated Electrical and Engineering Union
Welsh Executive	Royal Pharmaceutical Society of Great Britain
Information Officer	Wales Council for Voluntary Action
National Member for Wales	AMICUS – Guild of Health Care Pharmacists
Business Manager	Institute of Health Care Management Welsh Division
Chief Executive	Association of Optometrists

Librarian	British College of Optometrists
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Librarian	Health Promotion Library
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Director	Delivery and Support Unit
CPA Co-ordinators	NHS Trusts
Director	Informing Healthcare Programme
Chairman	GPC Wales
Director	Screening Services, Wales

Dear Colleague,

Summary

1. This paper aims to highlight the new information governance process that has been approved by the Department of Health & Social Services (DHSS) Management Board.
2. Management Board agreed:
 - The new information governance process.
 - Future requirement for data collection by all directorates within the Health and Social Care Department and other partner organisations affiliated to the DHSS must be endorsed by the Welsh Information Governance and Standards Board (WIGSB) in conjunction with Information Services Division (ISD).
 - Data providers reserve the right to refuse to provide new data returns that have not been subject to the WIGSB scrutiny.

Background

3. A historic lack of appropriate information governance processes has led to a situation where information providers cite a lack of co-ordination in data demands, data standards and definitions as key issues.
4. The importance of data and information in the development of policy and in the monitoring of performance is crucial. A key requirement for ensuring good data quality is to subject all requests for data to a formal and robust process.
5. The new Information Governance processes seek to ensure that the most efficient use is made of data currently available and there is appropriate consultation with data providers. The intent is good governance, not to create a bureaucratic bottleneck.

Scope

6. The new Information Governance Process is applicable to all new and updated information requests that have implications at an all-Wales level. This was endorsed by the DHSS Management Board.
7. All new or updated requests that meet this definition will be subject to the formal approval process via the information governance process in which WIGSB plays a key role.
8. Temporary or short term information required by the Welsh Audit Office and Health Inspectorate Wales are deemed to be currently out of scope, as are data required for

intervention and performance management that are time bound by Regional Offices and the Delivery Support Unit.

Key Principles

9. The new information governance process is about ensuring informed decision making.
10. There are a number of key principles that underpin the governance process:
 - ISD must be made aware of all new and updated information requests at the earliest stage.
 - The Sponsor (policy lead) is responsible for providing funding for the development, including the production of a Business Case where necessary.
 - A proposal must be approved by WIGSB to be compliant with the governance process.
11. The outline of the process is below:
 - A sponsor identifies a need for information and liaises with the Information Services Division on how to take this forward.
 - A Feasibility Study is completed and submitted to WIGSB. This will provide WIGSB with the opportunity to comment on how the project should progress. At this point initial high level discussions may have occurred with data providers and / or national programmes as appropriate. This will provide some detail on resource.
 - The project will progress, driven by the Sponsor, based upon advice already received from WIGSB and in conjunction with ISD. At this stage any need to approach appropriate boards such as the IMT Policy & Sponsorship Board, or the Capital Investment Board will be considered by ISD and the Sponsor as necessary. Furthermore, at this stage a detailed impact assessment and consultation occur.
 - A formal submission is made to WIGSB for Final Approval prior to implementation. This will have full details of costs (both central and local) and full details of impact assessments and consultations conducted, along with solutions for interdependencies and assurance that any governance issues have been addressed.
 - Once final approval has been achieved the proposal enters the implementation process, and appropriate documentation is issued to the service, including WHCs and / or DSCNs.
12. Data providers and other partners will be expected to actively participate in consultations and impact assessments to inform the above process.

Timing

13. The information governance process has been endorsed by DHSS Management Team and therefore is mandatory with immediate effect.

Further Information

14. Details of WIGSB meeting dates, the latest version of the templates, and the minutes of previous meetings are all available on <http://howis.wales.nhs.uk/WIGSB>

15. For further information please contact:

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Yours sincerely

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