

Strategic Information Governance Network – Chairs’ Group

Terms of Reference

Constitution

1. The Information Governance Branch, Informatics Directorate, Department of Health will establish and support a group, known as the Strategic Information Governance Network (SIGN) Chairs Group.

Chair

2. The Chair of the group is the Deputy Head of IG Policy (Marie Greenfield).
3. The Deputy Chair is IG Support Manager (John Brent)

Membership

4. Membership will comprise:
 - a. Chair.
 - b. Deputy Chair.
 - c. The chairperson(s) who hold the portfolio, singularly or jointly, for Information Governance in their local health community will represent that body.
5. Members are requested to nominate a deputy to cover for their occasional unavailability and inform the Secretariat of the nominated person.
6. The Chair may co-opt additional and specialist members in to the group as required and appropriate individuals may be invited to meetings to present items or engage in relevant discussion.

Secretariat

7. Secretariat support will be provided by the Information Governance Branch.
8. Items for the agenda should be submitted to CFH.IGPSecretariat@nhs.net
9. The agenda will be prepared and circulated to members/relevant parties two weeks in advance of the meeting date.
10. Papers will be circulated to all members one week in advance of the meeting wherever practicable.
11. Minutes of meetings, together with covering action logs, will be distributed to members within 5 working days of the meeting.

Frequency of Meetings

12. The Committee will meet six times per year i.e. every two months.

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13. Special meetings of the Committee can be arranged for specific purposes as necessary.

Attendance

14. Each member is expected to maintain a good attendance rate and nominate a deputy to attend in their absence.

Purpose

15. The SIGN Chairs Group will support the IG agenda in England. Its remit will include those areas defined by the published Information Governance Framework for standards and the Information Governance Toolkit.
16. The group will provide:
 - a. A conduit for communications about IG matters between the Department of Health Information Governance Branch and the SIGN group members. Each member is responsible for ensuring that there are mechanisms in place to ensure patch-wide communications, directly or indirectly, with the relevant people with IG responsibility in all providers and commissioners in their health community.
 - b. A focal point for the resolution of IG issues, supporting the development of Information Governance guidance and standards with a focus on identifying and resolving implementation issues.
 - c. A source of IG expertise for both local and national matters and will support the development of IG expertise within each Health Community area.

Accountability

17. The group will report to the Head of Information Governance Policy within the Department of Health and will:
 - a. Seek approval prior to communicating any guidance or position statement that has been endorsed by the group.
 - b. Escalate issues that cannot be resolved within the group.

Review

18. The Constitution and Terms of Reference will be reviewed annually.

Approved at the 2nd SIGN Chairs meeting 8th September 2011