

Welsh Information Governance and Standards Board

Terms of Reference

Purpose

WIGSB is responsible for coordinating information governance and standards issues for health and social care in Wales. It will cover clinical, managerial and technical informatics standards to be applied in Wales.

Aim

To ensure that data can be captured, shared, stored, used and analysed consistently and coherently throughout NHS Wales and its interfaces with its partner organisations in the support of all aspects of its business and that information is handled in a confidential and secure manner to appropriate ethical and quality standards.

Objectives

In considering submissions, WIGSB will:

- Ensure that data definitions take account of both clinical and managerial uses and interpretations.
- Ensure that wherever possible, data for secondary uses is derived from operational systems.
- Ensure that implementation is robustly planned and the impact of data collection assessed and minimised.
- Ensure that financial implications are highlighted to the IMT Policy and Sponsorship Board.
- Ensure system to system interoperability.
- Ensure user to user (semantic) interoperability.
- Ensure that a patient 'view' is maintained for all clinical data standards.
- Ensure that appropriate anonymisation is considered for all non-clinical secondary uses.

Scope

Clinical, managerial and technical data and information standards to be used in NHS Wales and with its partner organisations.

Constraints

Level of resources available to support WIGSB's business.

Assumptions

All WAG Health & Social Care Directorate, WAG-sponsored public bodies and WAG-funded programmes will submit their data and information requirements to WIGSB for consideration, along with any information requirements arising from the NHS itself.

Roles and Responsibilities

Any new, improved or changes in information standards or governance will be referred to WIGSB for approval. If the submission to WIGSB is fit for purpose

and policy, funding or resources are not an issue then WIGSB will issue guidance or standards changes to the service. If policy, funding or resources are an issue then WIGSB will recommend appropriate action to the IMT Policy and Sponsorship Board.

If there are information standards or governance issues within a piece of strategic or policy guidance then WIGSB will be asked to approve the relevant sections of that guidance.

WIGSB will not issue policy or grant approval on anything not related to information standards and governance. Any requests for approval that are outside its scope will be referred either to an appropriate group or back to the relevant policy area.

Accountability

WIGSB will report to the IMT Policy and Sponsorship Board.

Ways of Working

Membership

Membership of WIGSB will be reconsidered over time and membership increased or decreased as necessary. A pool of experts will be maintained and drawn upon to lead groups for specific pieces of work as required. WIGSB will commission work from bespoke expert sub-groups and Task and Finish groups as appropriate. These would be led by the relevant experts. This work will routinely include details of impact and timescale of delivery. The sub-groups and / or Task and Finish groups will report directly to WIGSB. Furthermore, experts may be called to attend meetings for specific agenda items as appropriate.

Meetings

WIGSB will meet monthly in the first instance with periodicity of meetings to be reviewed as the Chair or the Board decide.

Reporting

WIGSB will report to and advise the IMT Policy and Sponsorship Board on all matters relating to information governance and data standards.

Publication of Papers

Records of minutes will be made and decisions recorded. These will be made publicly available.

These terms of reference will be revisited periodically and evolve iteratively in accordance with the Board's agreement.