

Agenda Item: 8.1

Subject:	Corporate Affairs Report
Presented by:	Amanda Brown, Acting Head of Corporate Affairs
Submitted to:	Governing Body
Date:	24 March 2015

Purpose of paper:

For information and note.

Executive Summary:

The Governing Body is asked to note the following:

Equality Act Compliance

The Equality Act 2010 includes a Public Sector Equality Duty (PSED) which requires all public bodies to demonstrate how they have complied with both a specific and general duty on an annual basis. The CCG has published information on its website in the form of an updated Equality Delivery System Outcomes Framework 2013-2017 to meet this duty.

Annual Report and Annual Governance Statement

Work is progressing well on the annual report, the full draft report and accounts should be submitted by noon on 23rd April. The final full audited and approved Annual report and accounts should be submitted by 12 noon 29th May 2015 to NHS England. These are nationally set deadlines and the CCG is currently on course to meet these timeframes.

Information Governance

IG Toolkit

The expectation nationally is that all NHS organisations should achieve Level 2 attainment (or higher) on all applicable requirements as detailed in version 12 of the Information Governance Toolkit by 31st March 2015. The CCG therefore has 28 requirements made up of a number of components that it must meet in order to reach Level 2.

There is a significant amount of information required in order to complete the IGT and an action plan has been produced to ensure achievement of level 2 by the submission date.

Information Assets and Data Flows

Information assets can be information in any format and typically include paper and electronic files, databases, software and hardware. Information asset owners are senior individuals involved in managing particular aspects of the CCG's business.

The IG Toolkit has been audited and received a substantial rating.

IG Training

Face to face IG training has been completed with the CCG achieving high levels of compliance. For those who have not been able to attend one of these sessions they are able to access on-line training.

Recommendation to Leadership Team:

That the above items be noted

Key Risks	
Clinical:	<i>SIs, Safeguarding issues, operating framework etc.</i>
Finance and Performance:	<i>Relevance to QIPP etc.</i>
Impact Assessment (environmental and equalities):	None
Reputation:	Failure to address risks could have an adverse impact on CCG reputation.
Legal:	Failure to identify and address risks could have a significant legal impact on the CCG
Resource Required:	e.g. staff needs, finance
Reference document(s):	
NHS Constitution	Does document promote, highlight awareness of NHS Constitution

GOVERNANCE

Process/Committee approval with date(s) (as appropriate)	
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