

# Request title: Information Governance Team

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Date of Response: 24<sup>th</sup> February 2016

Further to your Freedom of Information request, the Trust has answered your questions in the order they appear in your request.

## Request and reply

1. How many Information Governance staff are employed by the Trust? If any part of the service is outsourced please provide the name of the service provider.  
The Trusts Information Governance Team consists of 6 WTE staff.
2. What are the roles of the Information Governance staff at the Trust? Please include a brief description of each role, and the Agenda for Change band allocated to each role. To which directorate within the Trust does the Information Governance function report to? For example: IT, Risk, Governance etc.  
The Information Governance team is managed through the Trusts IM&T Division.

### **Administration Assistant Apprentice**

Working, at all times, under the supervision of a qualified/experienced member of staff, the Apprentice will undertake a selection of administration duties and is agreeable to work towards obtaining an NVQ level 2 / 3 qualification.

### **Health Records Assistant - Band 1**

To provide reception service to the department and to provide, in accordance with the RD&E Trust Health Records Policies and Procedures, a timely, efficient and responsive support service to the Central Health Records Department and its users.

### **Patient Record Access Administrator x 2 – Band 3**

To assist the Deputy Information Governance Manager and Information Governance Analyst in the processing of all requests for personal identifiable data held by the Trust within the guidelines of the Data Protection Act 1998 (DPA) and Access to Health Records Act 1990 (AtHRA)

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To support the Information Governance team with the production and collection of evidence for the annual Information Governance Toolkit submission.

### **Information Governance Analyst - Band 4**

To supervise the day –to- day running of the Information Governance Office in the processing of all requests for personal identifiable data held by the Trust within the guidelines of the Data Protection Act 1998 (DPA) and Access to Health Records Act 1990 (AtHRA). Assist the Senior Information Analyst with Freedom of Information requests.

### **Senior Information Governance Analyst - Band 5**

The main contact point for Freedom of Information (FOI) in the Trust, to raise awareness and understanding of the FOI Act within the Trust. To co-ordinate the Trust's response to FOI requests received by the Trust, ensuring an efficient and effective service is provided within the guidelines of the FOI Act 2000. To assist with the co-ordination and investigation

of information security related incidents.  
To line manage the Information Governance Team.

**Deputy Information Governance Manager - Band 6**

Responsible for leading on Information Security and providing expert advice on the subject within the Trust, leading on elements of the IG Toolkit submission and supporting the Information Governance Manager in managing the Information Governance agenda across the Trust.

**Information Governance Manager - Band 8a**

To be the Trust lead for Information Governance and provide expert advice and guidance to the Trust on Information Governance, including Information Security, Freedom on Information 2001 and the Data Protection Act 1998.

To manage Information Governance within the Trust, co-ordinating relevant activity to support the completion and submission of the Information Governance Toolkit.

To be the Trust's Data Protection Officer and expert lead on Freedom of Information.

3. What is the annual cost for all Information Governance expenditure at the Trust? Please include the cost of staff salaries and any outsourced activity.

Please see the table below:

Year	Pay & non-pay
2014/15	329,107
2015/16	253,864
Year	Total Income
2014/15	-30,322
2015/16	-25,315

4. What was the total annual expenditure of the Trust in 2015? If the exact figure is not available then an indicative figure would suffice.

The total annual expenditure of the Trust in 2015 was £400,368,000. The increased pay costs in 14/15 and 15/16 were due to an internal senior management review which meant that a temporary appointment of the Information Governance manager was made using agency. A permanent Trust Information Governance manager was appointed in October 2015.