Terms of Reference

Technology Committee	
1. APPROVING BODY	Board of Directors
2. DATE APPROVED	12 May 2022
3. PURPOSE	The purpose of the Technology Committee is to provide the Board with an independent and objective review of, and assurances, in relation to: • Compliance with legislation and relevant regulation for information governance and information security. • The governance of the Trust's data quality, ensuring it is fit for purpose. • Procurement of major or critical IT systems or equipment, ensuring it is fit for purpose and secures value for money. • Development of the Trust's IM&T strategy and delivery of the associated workplan.

4. RESPONSIBILITIES	The Technology Committee shall have the following responsibilities:
	
	Strategy and Performance
	4.1 Review and monitor delivery of the NEAS strategy and corporate objectives as they relate to information management and technology.
	4.2 Oversee the development and implementation of the IM&T strategy.
	4.3 Oversee and contribute to the development of strategies and plans relevant to information governance, business intelligence and information technology.
	4.4 Review and seek assurance that approved strategies and plans relevant to information governance, business intelligence and information technology, are being delivered.
	4.5 Perform deep dives into specific areas of IM&T.
	
	Governance, Risk and Compliance
	4.6 Scrutinise compliance with legislative and regulatory requirements relating to information governance and the extent to which associated systems and processes are effective and embedded within the Trust.
	4.7 Scrutinise the Trust's adherence to the national Data Security Standards, incorporating:
	    4.7.1 Arrangements for handling, storing and transmitting personal confidential data and for ensuring personal confidential data is only shared for lawful and appropriate purposes.
	    4.7.2 Arrangements for ensuring that staff are appropriately trained and aware of their responsibilities.

	4.7.3 Arrangements for proactively preventing data security breaches and responding to/learning from incidents/near misses, including business continuity planning.
	4.7.4 Arrangements for ensuring that technology is secure and up-to-date and IT systems are protected from cyber threats.
	4.7.5 Arrangements for ensuring that providers of procured and sub-contracted services are protecting the personal confidential data they process and meeting the national data security standards.
	4.8 Review and approve the Trust's annual self-assessment against the Data Security and Protection Toolkit.
	4.9 Review the organisational risk register and Board Assurance Framework and receive assurance that any risks relevant to the remit of the Committee are being adequately managed through robust mitigation, action and improvement plans.
	4.10 Oversee external assessments and any major internal audit reports in relation to technology, seeking assurance that appropriate actions are being implemented to address any recommendations/findings.
	4.11 Scrutinise arrangements for ensuring data quality of both mandated and local datasets generated by the Trust.
	4.12 Receive assurance that clinical systems and equipment meet the needs of clinical staff, whist ensuring confidentiality and supporting organisational governance.
5. AUTHORITY	The Technology Committee shall have the authority to: 5.1 Review risks within its remit and escalate where necessary. 5.2 Obtain information it requires from within NEAS or externally. 5.3 Investigate any activity within its Terms of Reference. 5.4 Seek any information it requires from any relevant Trust manager or member of staff. All members of staff and managers are directed to co-operate with any request made by the Technology Committee. 5.5 Invite other individuals with relevant skills, experience or expertise to attend meetings as necessary. 5.6 Obtain independent professional advice as it considers necessary in accordance with these Terms of Reference. 5.7 Establish sub-committees or working groups which will report to the Technology Committee. 5.8 Other authorities as may from time to time be delegated to it by the Board of Directors.
6. REPORTING	The Technology Committee will report to the Board of Directors on its proceedings after each meeting on all matters within its responsibilities.
7. SUB-COMMITTEES	N/A
8. CHAIR	Dr Gerry Morrow, Non-Executive Director
9. MEMBERSHIP	In addition to the Chair, the Technology Committee shall include: 9.1 Non-Executive Director

	9.2 Kevin Scollay, Group Director of Finance & Contracting 9.3 Mathew Beattie, Medical Director
	The Technology Committee will review the membership of the Committee annually to ensure that it best reflects the requirements of governance within the Trust.
10. IN ATTENDANCE	The following individuals shall be in attendance: 10.1 Chief Technology & Information Officer 10.2 Trust Secretary
11. SECRETARY	The Secretary will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.
12. QUORUM AND ATTENDANCE	12.1 A quorum is a majority of the members of the Committee. 12.2 Members are expected to attend all meetings unless they are leave, when they may officially delegate their attendance. This delegate counts towards quorum. 12.3 Prior notice of absence and the attendance of a delegate must be provided to the Chair and the Secretary no less than 24 hours in advance of the meeting.

13. VOTING	13.1 Decisions of the Committee shall be reached by consensus;
	13.2 Any action required or permitted to be taken by the Committee may be taken without a meeting if (i)
	    13.2.1 the Chairperson calls for such action to be taken by written consent, which includes email and;
	    13.2.2 the written consents are filed with the records of the meetings of the Committee.

14. MEETING ARRANGEMENTS	The following arrangements shall be observed for meetings of the Committee:
	14.1 Meetings shall be held on a quarterly basis.
	14.2 Additional meetings shall be held at the call of the Chair.
	14.3 Written notice of the date, time and place of the meeting shall be provided to each member at least five working days in advance.
	14.4 Each meeting shall include an agenda and matters not specified on the agenda may be taken up at the meeting at the discretion of the Chair.
	14.5 The agenda together with the relevant reports and documents will be forwarded to members at least five working days in advance to enable preparation prior to meetings.
	14.6 The Secretary shall keep minutes of all meetings which will include the following:
	    • Persons in attendance
	    • Date and duration of meeting
	    • Expressions of conflicts of interest
	    • Identification of topics discussed
	    • Recommendations made
	    • Actions taken

	• Record of voting 14.7 Minutes of the meeting shall be reviewed by the Chair and submitted to members for approval at the next meeting, or where urgency exists, by email vote. Once approved, minutes shall be circulated to all members for their records and retained by the Secretary within the meeting records.
15. CONFIDENTIALITY	Members are encouraged to communicate key decisions and issues for the purpose of delivery of the objectives of the Technology Committee however members are expected to hold confidential deliberations in the strictest of confidence, and when in doubt should consult with the Chair.
16. CONFLICT OF INTEREST	The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Where it is deemed by the Chairperson that a conflict exists, the member will be excused from deliberations and must abstain from voting on any resolution in which he/she and/or his/her associates have a material interest.
17. TERMS OF REFERENCE	The Technology Committee shall review its Terms of Reference at least annually to ensure it is operating at optimum effectiveness and recommend any changes it considers necessary to the Board of Directors for approval.
18. NEAS VALUES	Members have a collective and individual responsibility to conduct themselves in a manner which reflects the NEAS values of Compassion, Accountability and Responsibility, Respect and Excellence and Innovation.
19. REVIEW OF PERFORMANCE	The Technology Committee shall review its performance annually.