

WASPI ISP QA AND REVIEW PANEL

TERMS OF REFERENCE

Purpose of Group

To be responsible for the Quality Assurance, and subsequent reviews, of all WASPI Information Sharing Protocols within one of the following QA Groups:

North Wales

Cwm Taf

South East Wales

Mid and West Wales

South Wales

Terms of Reference

1. To act as representatives of the locality in relation to Information Sharing Protocols set up under the WASPI agreement by any partners within that region.
2. To quality assure completed protocols, providing advice and assistance to the lead agency in ensuring appropriate use of the WASPI templates.
3. To maintain a register of all ISP's signed by the regional partners
4. To advise the lead agency when each ISP is due for renewal, and arrange for the lead agency to ensure the ISP is reviewed.
5. Once each ISP is renewed, the panel will carry out a QA exercise on the new version.
6. In order for an ISP to be considered at a meeting, the lead agency for each ISP under discussion **must** be present
7. In order for a panel to take place, a minimum of three organisation representatives must be in attendance
8. Review any training needs of member organisations to support the use WASPI templates

Membership

Information Governance Staff in the following sectors

Health Boards and NHS Trusts

Charity and Voluntary Sectors

Prison and Probation

Local Authorities

Police

Fire and Rescue

Meeting Frequency

Groups meet on a bi monthly basis.