

The United Kingdom Caldicott Guardian Council (UKCGC) Constitution 2017 – 2020

The United Kingdom Caldicott Guardian Council (UKCGC) is an independent Council, which is a sub-group of the National Data Guardian's Panel.

The UKCGC is the definitive national body for Caldicott Guardians, providing best practice, advice and guidance, and a bench-mark standard for all Caldicott Guardians. The Council will not act or operate as a professional body.

The Council will also support all professionals across health and care organisations who have a responsibility to implement and uphold the Caldicott principles.

Aims

The aims of the Council are to:

1. Be a recognised point of contact for all Caldicott Guardians and health and care organisations seeking advice on the Caldicott principles.
2. Be a key channel of communication, facilitating the exchange of information, views and experience amongst all Caldicott Guardians.
3. Promote consistent standards and training for all Caldicott Guardians.
4. Support the formulation of best practice guidance and policies relating to the Caldicott principles.

Principles

The council's aims will be enacted through the three core principles of:

1. Engaging with, and providing leadership and support to, Caldicott Guardians.
2. Developing the knowledge and skills of Caldicott Guardians.
3. Being proactive in engaging in the development of new technologies and working practices to assist Caldicott Guardians in their work.

Membership of the Council

Members of the Council will in the main be Caldicott Guardians, or part of the Caldicott function within organisations e.g. deputy Caldicott Guardians.

Recognising how busy many Caldicott Guardians are in their organisations, and the importance of the Council having capacity to undertake work, the Council will also include a small number of independent members who have relevant Caldicott Guardian experience and knowledge.

The Council will operate on a consensus basis. However, members shall exercise full voting rights where necessary.

One member of the Council will be appointed as the Chairman and another as the Vice Chairman.

The Chairman will be a Caldicott Guardian at the time of appointment, and will be appointed for three years. The Chairman will not be eligible for re-appointment or appointment to other posts for a period of three years.

The Vice Chairman will be a Caldicott Guardian at the time of appointment, and will be appointed for three years. The Vice Chairman will not normally be eligible for re-appointment, but will be eligible for appointment to other posts.

Members of the Council will be appointed for three years and will be eligible for re-appointment. The tenure of Members will overlap so that every year one third of members will be replaced.

The appointment of the Chairman, Vice Chairman and all members will be undertaken in an open and transparent manner, and will be based on the individual's knowledge and experience, and the contribution they are able to make to the work of the Council.

Composition of the Council

In order to be representative of the key constituent groups across health and care, and to be able to operate effectively, the Council will aim to have approximately twenty members.

It will aim to draw its membership and attendees from the following constituent groups:

- Acute hospital providers
- Primary care providers
- Ambulance services
- Local authority and social care providers
- Mental Health providers
- Independent health and care providers
- Commissioners
- Home Countries
- Voluntary Sector
- Other health and care organisations with a Caldicott Guardian function

In order to ensure that any organisation is able to bring issues to the Council for advice and guidance, an “open door” policy will be operated by the Council secretariat. The Council will also invite key stakeholders and experts to join meetings, as and when required.

Links to the National Data Guardian (NDG)

A member of the Council will be asked to attend meetings of the National Data Guardian's Steering Group. Members will be asked to attend on a rotational basis, or where they have been leading on a particular issue which is of interest to the National Data Guardian (NDG).

The UKCGC will provide regular progress reports to the NDG, and will also report on specific items on an exception basis or when requested by the NDG.

The Office of the National Data Guardian (ONDG) will provide secretariat support to the UKCGC. The level of this support will be agreed, and reviewed on an ongoing basis, by the UKCGC Chairman and the Director of the ONDG.

Funding of the UKCGC will be provided by the Department of Health to a level that is agreed and overseen by the Office of the National Data Guardian.